



Department of Labor and Employment

Employment Guide for Students and Jobseekers



Introduction

This ***Employment Guide for Students and Jobseekers*** brings together in one publication the various programs and services of the Department of Labor and Employment (DOLE) that correspond to cycles of wage employment and self-employment. This ***Guide*** is devised as a useful, handy and reader-friendly material to help students and jobseekers start their employment options and how to prepare for their choice.

Thus, this ***Guide*** is organized along three (3) options for employment: (a) wage employment, whether local or overseas; (b) self-employment; and (c) skills training and upgrading of qualifications. The wage employment option covers the normal job cycle ranging from job application to termination of employment. The self-employment option deals with the entrepreneurship or practice of profession cycle. The skills training and upgrading of qualifications option provides the individuals with the information on how to improve their chances of employability by acquiring skills and furthering their studies.

This ***Guide*** is an essential component of the DOLE's Labor and Employment Education Program.

For a more comprehensive discussion on the various labor and employment education topics, you can visit the DOLE website at www.dole.gov.ph, together with the websites of its attached agencies and bureaus listed hereunder.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

Table of Contents

Introduction	i
<i>Table of Contents</i>	iii
<i>Using this Guide</i>	iv
The Big Picture	1
<i>Brief</i>	3
<i>Topics at a Glance</i>	5
<i>Labor Market Information (Options)</i>	
Wage Employment – Local or Overseas	6
Self-Employment.....	14
Skills Training and Upgrading of Qualifications.....	15
The Cycle	23
<i>Brief</i>	25
The Job Cycle	27
<i>Topics at a Glance</i>	
<i>Wage Employment – Local or Overseas</i>	
<i>Starting a Job</i>	29
<i>During a Job</i>	37
<i>Leaving a Job</i>	49
<i>List of Programs and Agencies to Contact</i>	57
The Entrepreneurship or Practice of Profession Cycle	79
<i>Topics at a Glance</i>	
<i>Entrepreneurship or Practice of Profession</i>	
<i>Starting</i>	81
<i>Managing</i>	87
<i>Restoring</i>	95
<i>List of Programs and Agencies to Contact</i>	100
Acknowledgment	104

Using this Guide

This ***Employment Guide for Students and Jobseekers*** contains relevant information on many basic situations in every phase of the job cycle or entrepreneurial or practice of profession cycle in a simplified question-and-answer format. Information is presented in a categorized manner based on the phases of every cycle.

Students and jobseekers have a choice in determining the type of employment they would want to be engaged in. They may opt to apply for wage employment locally or abroad. They may want to be self-employed by establishing their own business. They may also want to avail first of a training or scholarship that would enable them to acquire knowledge or skills and to fulfill the qualification requirements of their desired job.

These options are all explored in the students' or jobseekers' situational and first-person perspective.

The ***Guide*** is also complete with the latest contact details (including websites and hotlines) of all concerned agencies for easy access to all the needed information.

THE BIG PICTURE

The Big Picture

Brief

Opportunities and challenges abound in the world of work.

Students and jobseekers, especially the new graduates, can land the best job given the right information and the right chances.

Students and jobseekers want to get the best jobs available. A lucrative career with the best perks available, including opportunities for training, scholarship and advancement is ideal. Careers can be pursued in the domestic or foreign shores.

Students and jobseekers may opt to be the Boss. This can be realized by starting a business or practice of profession.

However, being the Boss and working for a Boss demand time, effort and commitment. Both instances require taking risks and responsibilities. Working for a Boss, in particular, requires submission to management control and being covered by terms and conditions of employment.

Upgrading of skills and qualifications is also an option. Students and jobseekers can opt to pursue technical-vocational or advance courses or take advantage of available scholarships offered by government. Moreover, it may be the most opportune time to get assessed, certified or licensed for preferred skills and professions.

Most often, choosing the right opportunity will spell the distinction between success and failure. All these will boil down to choices.

The *Employment Guide for Students and Jobseekers* seeks to provide students and jobseekers, including those unemployed, assistance on looking for employment or starting a business. The *Guide* presents three (3) options: (1) Wage Employment; (2) Self-Employment; and (3) Skills Training and Upgrading of Qualifications. The succeeding sections shall discuss each option in situational forms.

As a reminder, life's choices will determine triumphs and disappointments. This brings to mind the famous quote of the author Harvey MacKay, "*Find something you love to do and you'll never have to work a day in your life*". It is only a matter of taking the chances and working towards achieving the goals that will spell a difference.

Topics at a Glance

	Page
Option 1. Wage Employment	
Job Opportunities (Local & Overseas).....	6
In-Demand Skills and Courses.....	12
Sources of Job Vacancies.....	12
Option 2. Self-Employment	
Assistance to Livelihood Undertakings/ Entrepreneurship/Practice of Profession.....	14
Option 3. Skills Training and Upgrading of Qualifications	
Training Programs and Education Services.....	15
Technical-Vocational, Apprenticeship, Learnership, Dual Training System, Skills Upgrading.....	16
Scholarships	17
Competency Assessment and Certification.....	19
Licensing.....	20
Eligibility for Government Service.....	21

Labor Market Information

A. Wage Employment (Local or Overseas)

1. What are the job opportunities?

There are local and overseas job opportunities.

a. Local employment opportunities

Local employment opportunities are classified as in-demand and hard-to-fill jobs which are in 15 industries/sectors that have been identified to come out the greatest employment opportunities until 2020. In-demand jobs refer to job vacancies which are frequently posted because these are important to the operations of the business while hard-to-fill jobs refer to job vacancies that have few applicants or are lacking in qualified job applicants.

INDUSTRY	IN-DEMAND JOBS	HARD-TO-FILL JOBS
1. Agribusiness	Animal husbandry Agricultural economist Coconut farmer Entomologist (Plant) Farmer (Fruit, Vegetable & Root Crops) Fisherman Horticulturist Plant Mechanic Rice Thresher Operator- Mechanic Veterinarian Pathologist	Feed Processor/Food Technician Fishery Technologist
2. Cyber services		Animator Accountant HR Outsourcing Specialist Call Center Agent Medical Transcription Editor Computer Programmers, Developers (software, web) IT (MIS Developer)
3. Health & Wellness	Nurse Herbologist Optician Optometrist	Doctor Physical Therapist Pharmacist Medical Technologist Laboratory Technician Physician/ Surgeon Spa/Massage Therapist Masseur

INDUSTRY	IN-DEMAND JOBS	HARD-TO-FILL JOBS
4. Hotel & Restaurant	Front Office Agent/Attendant Baker Food Server & Handler Food & Beverage Service Attendant Waiter Bartender Room attendant Other Housekeeping Services Reservation Officer & Other Frontline Occupation Tour Guide	Cook
5. Mining		Geologist Mining Engineer Geodetic Engineer Metallurgical Engineer Mining & Metallurgical Technician
6. Construction	Fabricator Piper Fitter Welder	Engineer (Civil, Electrical, Design, Structural, Planning & Contract)
7. Banking & Finance	Operations Manager Teller	Accounting Clerk Bookkeeper Auditor Cashier Credit Card Analyst Finance Analyst/Specialist Accountant Risk Management Officer
8. Manufacturing	Electrical Technician Finance & Accounting Manager Food Technologist Machine Operator Sewer	Chemist Electrical Engineer Industrial Engineer IT Specialist Machinist Mechanical Engineer Mechanical Technician Chemical Engineer
9. Ownership Dwellings & Real Estate	Building Manager Construction Manager Construction Worker Foreman Mason Welder Real Estate Agents/Brokers Marketer	Civil Engineer Mechanical Engineer Surveyor Architect
10. Transport & Logistics	Checker Maintenance Mechanics Stewardess	Gantry Operator Ground Engineer Heavy Equipment Operator Long Haul Driver, Pilot Transport & Logistics Machinery Operator Aircraft mechanic & other rel. skills

INDUSTRY	IN-DEMAND JOBS	HARD-TO-FILL JOBS
11. Wholesale and Retail Trade	Merchandiser / Buyer Salesman / Saleslady Promodizer	Cashier
12. Creative Industries	Broadcast Engineer Video Editor Video Graphic Artist (Animator) Visual Artist Designer	3D Modeler 3D Artist 3D Animator Flash Animator
13. Diversified/ Strategic Farming & Fishing	Fisherman Aqua-culturist Horticulturist Farmer (Root crops, fruit and vegetable, upland & lowland)	
14. Power & Utilities	Electrical Control Operator Equipment Operator Electrical Technician Mechanic	Mechanical Technician
15. Renewable Energy	Checker Loader	Electrical Engineer Mechanical Engineer Quality Control Engineer

*Information is regularly updated every two (2) years.
Source: Project Jobs fit*

b. Overseas employment opportunities

Overseas employment opportunities are categorized by industry/sector/skills in either land-based or sea-based jobs.

1. In-demand Land-based Jobs

MAJOR OCCUPATIONAL CATEGORY	INDUSTRY/SECTOR/SKILL	COUNTRY
Agricultural & Related Workers	Agricultural Workers	Austria, Commonwealth of Northern Mariana Islands (CNMI), Japan, Malaysia, Libya, Taiwan, Korea, Poland
Administrative & Related Workers	Administrative Staff, Manager, Bank & Corporate workers	Libya, Kuwait, Singapore, Switzerland
Clerical & Related Workers	Clerks, Document Controller	UAE
Production & Related Workers	<u>Construction workers:</u> Aluminum Installer, Carpenter, Concrete Electric/Mechanical Assistants, Electricians, Erectors, Fabricators, Finishers, Draftsmen, Drillers,	Brunei, Japan, Macau, Malaysia, Taiwan, CNMI, Poland, Germany, Cyprus, Libya, Oman, UAE, KSA, Korea, Poland, Germany, Cyprus, Libya, Oman, UAE, KSA, Korea, Poland

MAJOR OCCUPATIONAL CATEGORY	INDUSTRY/SECTOR/SKILL	COUNTRY
	Foremen, Heavy equipment Operators, Helpers/ Watchmen, Mason, Pipe Fitters, Plaster Painters, Plasterers, Plumbers, Riggers, Safety Officers, Welders, Mechanics <u>Oil and Gas Workers:</u> Instrumentation	Kuwait, Libya, Oman, KSA
Professional, Technical, Medical & Related Workers	<u>Architecture & Engineering:</u> AutoCAD Draftsmen, Firefighters, Engineers (Civil, Piping, Design, Scheduling/Planning, Chemical, Mechanical, HVAC Design, Structural, Bio-Medical, Communication and Agricultural), Emergency Medical Technicians <u>Education:</u> Teachers, Professors, Lecturers <u>Health:</u> Nurses, (Operating Nurse, Anaesthetic Nurse, Scrub Nurse, Theatre Nurse, Critical Care/ICU Nurse, Pediatric Nurse)	Malaysia, Macau, Middle East, Belgium, Germany, Japan, Norway, KSA Libya, Seychelles, Macau, US, Korea, Middle East, Belgium, Spain, Italy, Poland, Switzerland, Denmark, Finland, Norway, Brunei, Singapore, Taiwan, Japan, Switzerland, Israel, Japan
Sales & Related Worker	Salesmen/Saleslady	UAE, Macau
Service & Related Workers	<u>Hotel/Tourism Workers:</u> Cooks, Chefs, Managers, Waiters, Waitresses Ground Handling Crews, Casino/Gaming Workers, Receptionists, Entertainers <u>Service Workers:</u> Cleaners	Libya, Kuwait, UAE, CNMI, Oman, KSA, UAE, Korea, Macau, Singapore, Romania Brunei, Macau, Singapore, Hongkong Italy, Macau, Singapore, UAE, Taiwan

Information is regularly updated every two (2) years.

Source: Project Jobsfit

2. In-demand Sea-based Jobs

MAJOR OCCUPATIONAL CATEGORY	IN-DEMAND JOBS	HARD-TO-FILL JOBS	COUNTRY
Professional Technical & Related Officer	<p><u>Ships' Deck Officers and Pilot:</u> Master, Ship Master, Master Marine, Chief Mate, Chief officer, Second Officer, Second Mate, Third Officer, Third Mate, Officer-in-Charge - Navigational Watch/Engine Watch</p> <p><u>Engineer Ships:</u> Chief Engineer, Second Engineer, Third Engineer, Fourth Engineer, 3rd Asst. Engineer, 1st Asst. Engineer</p> <p><u>Engineers:</u> Gas Engineer</p> <p><u>Doctors Medical:</u> Medic (for Rig)</p>	<p><u>Ships' Deck Officers and Pilot:</u> Master, Master Mariner, Master in Chemical, Chief Officer, Chief Officer in Chemical, Chief Mate, Second Officer, Second Mate, Third Officer, Third Mate, Fourth Officer, Provision Master, Electrical Officer, Deck Officer, Management Level Deck & Engine, Officer-in-Charge Navigational Watch/ Engine Watch</p> <p><u>Engineer Ships:</u> Chief Engineer, First Engineer, First Engineer in Chemical, First Asst. Engineer, Second Engineer, Second Asst. Engineer, Third Engineer, Third Officer Asst. Engineer, Fourth Engineer</p>	Far East / Worldwide, Middle East/USA/ Europe, Angola
Service Workers	<p><u>Cooks, Waiters, Bartenders & Related Workers:</u> Messman</p> <p><u>Cooks and Related Workers:</u> Chief Cook, Culinary Chef</p> <p><u>Waiters, Bartenders and Related Workers:</u> Bartender</p>	<p><u>Cooks and Related Workers:</u> Chef of Partie, Sous Chef, Chief Cook</p>	

--	--	--	--

MAJOR OCCUPATIONAL CATEGORY	IN-DEMAND JOBS	HARD-TO-FILL JOBS	COUNTRY
	<u>Housekeeping & Related Service Workers</u> : Housekeeping Staff		
Production and Related Workers Transport Equipment Operators and Laborers	<u>Ships' Deck Rating Barge Crew & Boatmen</u> : Deck Cadet, Ordinary Seaman, Able Seaman, Able Bodied Seaman, Bosun <u>Ships Engine-Room Ratings</u> : Engine Cadet, Wiper, Oiler 1, Pump Man <u>Machinery Fitters Machine Assemblers & Precision Instrument Makers Except Electrical (NEC)</u> : Oiler <u>Welders and Flame-Cutters</u> : Welder <u>Wiremen Electrical</u> : Electrician <u>Production & Related Workers</u> : Fitter	<u>Ships Engine-Room Ratings</u> : Pump Man, Engine Rating (Fitter & Oiler) <u>Machinery Fitters Machine Assemblers & Precision Installer Makers Except Electrical (NEC)</u> : Oiler <u>Wiremen Electrical</u> : Electrician <u>Production & Related Workers (NEC)</u> : Fitter	
Unclassified	Music & Entertainment Personnel		

Source: Analysis of In-Demand Skills & Hard-to-Fill Positions for Overseas Employment

For more details, view or download the DOLE Project Jobsfit Report at www.ble.dole.gov.ph and www.phil-job.net and the Analysis of In-Demand Skills and Hard-to-Fill Positions for Overseas Employment at www.poea.gov.ph. For more overseas land-based and sea-based job opportunities, visit www.poea.gov.ph and www.nmp.gov.ph, respectively.

3. What are the in-demand skills and courses?

Technical education and skills development (TESD) programs/ courses with high employment rates are the following:

- Welding NC II (SMAW, GMAW, GTAW)
- Machining NC II
- Contact Center Services NC II
- 2D Animation NC III
- Career Entry course for Software Developers
- Consumer Electronics Servicing NC II
- Autocad
- Industrial Electrician NC II
- Automotive Servicing NC II
- Masonry NC II
- Heavy Equipment Operator NC II (HEO - all types)
- Security Services NC(I, II)
- Massage Therapy NC II
- RAC (PACU/CRE) Servicing NC II
- Driving NC II

Source: 2011 Impact Evaluation Study of TVET Programs

TESD programs are registered under the Unified TVET Program Registration and Accreditation System (UTPRAS) of TESDA. The list of TESD institutions with registered programs are available at www.tesda.gov.ph/inc/tvi/aspx.

4. Where can I find job vacancies?

- Phil-job.net (The Official Job Matching and Labor Market Information Portal of the Philippine Government)
- Public Employment Service Offices (PESOs) located in local government units (LGUs) in your area of residence
- Job search kiosks located in selected malls and DOLE Offices (POEA, TESDA, NRCO, DOLE Regional Offices, etc.)
- Thru **Trabaho i-text Mo**. Just text **Trabaho** and send to **2376** for Globe
- POEA website (www.poea.gov.ph/cgi-bin/JobVacancies/jobsMenu.asp)
- Job fairs
- Private employment agencies
- Other internet-based job boards
- Classified ads (newspaper, radio, TV)
- OFW organizations

- Job placement offices in schools
- Human Resources Development (HRD) units of establishments
- Referrals of family members, friends and acquaintances

To avoid being victims of illegal recruiters, kindly visit www.ble.dole.gov.ph, www.poea.gov.ph or the nearest DOLE Regional/Field Office in your area to check on the list of licensed job boards and private recruitment agencies. Do not transact with recruiters without valid licenses.

5. How can the Phil-job.net help me?

Visit www.phil-job.net which can be accessed anytime and submit your application online. Your skills can be matched to the job vacancies based on the qualification requirements of the employers. The Phil-job.net service is free.

6. What must I do if I want to work abroad?

- Prepare your resumé with detailed past and present work experiences, education and training. Make sure you have enough money to cover expenses in processing your documents such as birth and/or marriage certificates, high school/college diploma, passport, employment certificates, NBI clearance, 2 x 2 ID pictures, medical examinations, etc.
- Be guided by the 21-step Working Abroad Preparation Checklist of the POEA posted at www.poea.gov.ph or inquire at the nearest POEA, DOLE Regional/Field Offices and PESO.
- Attend a Pre-Employment Orientation Seminar (PEOS) at accredited establishments.
- Apply only at a licensed recruitment agency.
- Verify if the recruitment agency has an approved job order at the nearest office of the POEA in your area or visit www.poea.gov.ph.

B. Self-Employment

1. What assistance can DOLE offer if I want to engage in a livelihood undertaking?

- DOLE offers an Integrated Livelihood Program or the DILP. The DILP provides livelihood assistance to individuals, groups and communities such as training-cum production, starter kits, nego karts, and other services. For more details, visit the nearest DOLE Regional/Field Office, PESO or www.bwsc.dole.gov.ph.
- In case there is an established business, the DOLE can help in enriching your business through productivity training such as ISTIV-Bayanihan, service quality and green productivity. For more details, visit www.nwpc.dole.gov.ph.
- To ensure safety and health at the workplace, the DOLE has occupational safety and health (OSH) training and similar services. For more details, visit www.oshc.dole.gov.ph.

C. Skills Training and Upgrading of Qualifications

1. I want to gain the skills and competencies required by the job. What training and education services are available for students, out-of-school youths (OSYs), occupationally disabled workers (ODWs) and unemployed?
 - The technical education and skills development (TESD) programs of TESDA, as the primary agency responsible for quality education and skills, are available through any of the following:
 - a. **Institution-based training** - TESD programs offered by public or private institutions, schools or training centers;
 - b. **Enterprise-based training** - TESD programs implemented within companies through any of the following programs:
 - Dual Training System
 - Apprenticeship Program
 - Learnership Program
 - c. **Technology-based community training** - TESD program conducted in the community by public or private TESD institutions in partnership with LGUs, NGOs and other government agencies.

Technical education and skills development is delivered through a network of about 4,500 TESD providers. The programs are geared towards acquisition of employable skills under the following sectors:

- a. Automotive
- b. Construction
- c. Metals and Engineering
- d. Heating, Ventilation and Air-Conditioning
- e. Electronics
- f. Agriculture and Fishery
- g. Processed Food and Beverages
- h. Tourism
- i. Health and Other Community Development Services
- j. Information and Communications Technology
- k. Transport
- l. Maritime
- m. Garments
- n. Footwear and Leathergoods

- o. Furniture and Fixtures
- p. Utilities

TESD programs should be registered under the Unified TVET Program Registration and Accreditation System (UTPRAS) of TESDA. The list of TESD institutions with registered programs is available at www.tesda.gov.ph/inc/tvi/asp.

- **The Special Program for the Employment of Students (SPES)** of the Bureau of Workers with Special Concerns (BWSC) offers bridging employment for poor but deserving students, including OSYs and children of ODWs. Students enrolled in technical-vocational courses and tertiary education may avail of the program year-round while high school students may avail during summer vacation and Christmas breaks. For information on available employers, visit the nearest PESO and DOLE Regional and Field Offices. For more details, visit www.bwsc.dole.gov.ph.

2. What are the three (3) types of TVET Enterprise-based training programs that I can choose from?

The three (3) types of Enterprise-based training programs are:

- a. **Apprenticeship Program** - where an applicant or “apprentice” and an employer are involved in a contract for a training and employment program on an apprenticeable occupation for a minimum period of four (4) months and a maximum of six (6) months.
- b. **Learnership Program** - companies with TESDA-approved and registered learnership programs hire learners in a practical training on-the-job for approved learnable occupations for a period not more three (3) months.
- c. **Dual Training System (DTS)** - is an instructional delivery system that involves two venues of learning: the school/training center and the company. A training plan is implemented by an accredited dual system educational institution/training center and accredited dual system of agricultural, industrial and business establishments.

For more details, visit www.tesda.gov.ph.

3. What scholarship programs can I avail of?

- TESDA offers scholarship programs, through the following:
 - a. **Training for Work Scholarship Program (TWSP).** Beneficiaries must at least be 18 years old at the time the scholar finishes the training. Educational attainment is based on industry requirements or as prescribed in the relevant Training Regulations. Priority is given to the poor, unemployed and those without prior formal training.
 - b. **Private Education Student Financial Assistance Program (PESFA).** Beneficiaries are high school graduates, at least 15 years old, and have taken the National Career Assessment Examination (NCAE) or Youth Profiling For Starring Careers (YP4SC).

Visit any of the TESDA Regional/Provincial/District Offices or TESDA Technology Institutes nearest their area or call TESDA hotline at 887-7777 or text 0917-4794370 and 0918-2738232. For more details, visit www.tesda.gov.ph.

- OWWA offers the following scholarships for the dependents of active OWWA members:
 - a. **Education for Development Scholarship Program (EDSP)** - Scholarships for qualified dependents of OFWs consisting of a maximum of Php 60,000.00 per school year, leading to a four-to-five year baccalaureate course in any college or university.
 - b. **OFW Dependents Scholarship Program (OFWDSP)** - Scholarships consisting of a maximum of Php 20,000.00 assistance per school year leading to a baccalaureate or associate degree in a state college or university. OFW parents must have a monthly salary of not more than \$400.00.
 - c. **Education and Livelihood Assistance Program (ELAP)** - Scholarships for survivors of deceased OFWs consisting of Php 5,000.00 for elementary, Php 8,000.00 for high school, Php 10,000.00 for college (per school year) and livelihood assistance of Php 15,000.00 for the surviving spouse.
 - d. **Tuloy-Aral Project (TAP)** - An educational assistance consisting of US\$ 100.00 financial support solicited from

sponsors to augment the school needs of less fortunate elementary and high school children of former OFWs.

- e. **Tuloy-Kolehiyo** - An extension of the TAP to pursue the tertiary level of education of the TAP scholars leading to either an associate or baccalaureate degree.

OWWA also offers short-term training programs for OFWs and their dependents:

- a. **Skills-for-Employment Scholarship Program (SESP)** - Scholarships for attendance to short-term training program consisting of a maximum of Php 14,500.00 per course leading to the completion of a vocational or technical course in any school accredited by TESDA.
- b. **OWWA-Microsoft Tulay** - A joint undertaking with Microsoft Corporation providing OFWs and their families free information and communication technology (ICT) skills training, the purpose of which is to bridge the communication gap through the use of internet between the OFW and his/her family.

For more details, visit www.owwa.gov.ph.

- The Bureau of Labor Relations (BLR) offers scholarships for dependents of members, organizers or officers of legitimate workers organizations under the Isabelo delos Reyes Scholarship component of the Workers Organization Development Program (WODP).

For more details, visit www.blr.dole.gov.ph.

4. **My prospective job requires proficiency on language. Where can I enroll for language training?**

TESDA has Language Skills Institutes (LSIs) which provide workplace language training that would enable the trainee to converse or communicate with supervisors and co-workers in the language commonly used in the country or company he/she will work in. The courses include familiarization on the culture, as well. There are 35 LSIs nationwide offering different languages, to wit:

- Japanese Language and Culture
- English Language
- Arabic Language and Saudi/Gulf Culture

- Korean Language and Culture
- Spanish Language for Different Vocations
- Mandarin Chinese Language and Culture

For more details, visit any of the TESDA Regional/ Provincial/ District Offices or TESDA Technology Institutes nearest their area or call TESDA hotline at 887-7777 or text 0917-4794370 and 0918-2738232. For more details, visit www.tesda.gov.ph.

5. I am a skilled worker. How can I avail of the competency assessment and certification?

TESDA conducts assessment through accredited assessors in accredited assessment centers. The National Certificate (NC) or Certificate of Competency (COC) is issued to those who pass the assessment.

Graduates/skilled workers can apply for competency assessment in any of the TESDA Provincial Offices nearest them. The list of accredited assessment centers is available at the TESDA website at www.tesda.gov.ph under Important Links.

6. What are the professions that require licensure examination?

To ensure only those qualified and competent will be registered and accepted into practice of professions, a licensure examination is needed. There are 46 professions that require licensure examination, as follows:

- | | |
|-----------------------------|---|
| 1. Accountancy | 24. Marine Engineer Officers |
| 2. Aeronautical Engineering | 25. Master Plumbers |
| 3. Agricultural Engineering | 26. Mechanical Engineering |
| 4. Agriculture | 27. Medical Technology |
| 5. Architecture | 28. Medicine |
| 6. Chemical Engineering | 29. Metallurgical Engineering |
| 7. Chemistry | 30. Midwifery |
| 8. Civil Engineering | 31. Mining Engineering |
| 9. Criminology | 32. Naval Architecture & Marine Engineering |
| 10. Customs Brokers | 33. Nursing |
| 11. Dentistry | 34. Nutrition and Dietetics |
| 12. Electrical Engineering | 35. Optometry |
| 13. Electronics Engineering | 36. Pharmacy |
| 14. Environmental Planning | 37. Physical & Occupational Therapy |
| 15. Fisheries Technology | 38. Professional Teachers |
| 16. Foresters | 39. Radiologic and X-Ray Technology |
| 17. Geodetic Engineering | 40. Sanitary Engineering |
| 18. Geology | 41. Social Workers |
| 19. Guidance Counseling | 42. Sugar Technology |
| 20. Interior Design | 43. Veterinary Medicine |
| 21. Landscape Architecture | 44. Real Estate Service |
| 22. Librarians | 45. Respiratory Therapy |
| 23. Marine Deck Officers | 46. Psychology |

7. What are the basic qualifications for a licensure examination?

- Must be a Filipino citizen, at least 18-21 years old and of good moral character;
- Must be a Graduate or a Holder of a relevant Degree from a school, college or university duly recognized by the government;
- Has not been convicted of any offense; and
- Other qualifications and/or requirements as may be stated in the concerned Professional Regulatory Law.

For more details, visit www.prc.gov.ph.

8. What are the basic documents to be submitted by the applicants for licensure examination?

- Transcript of records with scanned picture and remarks “For Board Examination purposes only”;
- Birth Certificate from the National Statistics Office (NSO) on Security Paper;
- NSO Marriage Certificate (for married women);
- 4 pcs. passport size picture with complete name-tag in white background;
- Community Tax Certificate;
- Additional requirements as may be specified by Professional Regulatory Boards.

For more details, visit www.prc.gov.ph.

9. If I am a foreign national, am I allowed to take the local professional licensure examinations?

Foreign nationals may take the examinations under any of the following conditions:

- a. Existence of international agreements or reciprocity agreement between the Philippines and the country of the foreign nationals and submission of certified true copy of such agreement; or
- b. If allowed under the Professional Regulatory Law.

Filipinos with dual citizenship can take the exam upon presentation of proof of dual citizenship issued by the Bureau of Immigration.

For more details, visit www.prc.gov.ph.

10. When and where can I take the examinations?

You may take the paper-and-pencil exam on schedules and venues posted at the PRC website. Special board licensure examinations are also conducted abroad.

For the maritime profession, you may avail of the regularly scheduled paper-and-pencil exam or the computer-based walk-in examination.

11. I want to work in government. What are the requirements?

- You must have Civil Service Eligibility which can be obtained through written examination.

Exemptions:

- Bar/Board Eligibility (RA 1080)
 - Barangay Health Worker Eligibility (RA 7883)
 - Barangay Nutrition Scholar Eligibility (PD 1569)
 - Barangay Official Eligibility (RA 7160)
 - Electronic Data Processing Specialist Eligibility (CSC Res. 90-083)
 - Honor Graduate Eligibility (PD 907)
 - Scientific and Technological Specialist Eligibility (PD 997)
 - Skills Eligibilities - Categories I and II (CSC MC 11, s. 1996, as Amended)
 - Veteran Preference Rating (EO 132/790)
- Other documentary requirements depending on the position applied for.

For more details, visit www.csc.gov.ph.

THE CYCLE

The Cycle

Brief

For students, jobseekers and unemployed, the hunt for employment is a daunting task. However, empowered with the right information, this task may become more of a challenge than a duty to be hurdled. This ***Employment Guide for Students and Jobseekers*** offers tips on how to approach job search, whether it be for wage-employment, self-employment or further studies.

The topics are organized along three (3) options for employment: (1) wage employment, whether local or overseas; (2) self-employment; and (c) upgrading skills and qualifications.

The first option is *Wage Employment* which generally pertains to a formal set-up of having an employer and an employee type of relationship. Among the three (3) options, wage employment is perhaps the most complex. In this setting, the work engagement is governed by the employer who controls all things relating to an employee's work, such as wages, work hours, leave and social benefits, among others.

The wage employment option covers the normal job cycle ranging from job application to termination of employment.

- Starting a Job
- During a Job
- Leaving a Job

The second option is *Self-Employment* which means setting up a business or entrepreneurial undertaking or practicing one's chosen profession. Through one's own initiative, risk-takers may want to set up and operate their own business or practice of profession. However, they must be ready to take on the numerous challenges and risks associated with it.

The self-employment option deals with the entrepreneurship or practice of profession cycle.

- Starting
- Managing
- Restoring

The last option is *Skills Training and Upgrading of Qualifications*. Students and jobseekers who wish to further their skills and qualifications can choose this option. The government offers various skills trainings, programs and scholarships for interested applicants.

Students and jobseekers will find valuable information on real life situations in the three (3) types of employment options.

THE JOB CYCLE

Wage Employment

Starting a Job

Topics at a Glance

Starting a Job

This section aids the jobseekers in pre-employment. It provides jobseekers with effective ways and means and/or basic knowledge on how to prepare for employment, whether for entry or re-entry; what to expect in the workplace; and what needs to be observed in the work environment.

A. Local

- Preparing for Employment
 - Writing a resumé
 - Getting ready for interview
 - Requirements for employment
- Expectations from employees and employers

B. Overseas

- Pre-Employment Orientation Seminar (PEOS)
- Pre-Departure Orientation Seminar (PDOS)

A. Local

1. How do I prepare for employment?

- Write a good application letter and impressive resumé
- Prepare for a job interview

2. How can I make a good application letter and impressive resumé?

In writing an application letter:

- Print in good quality paper, preferably a one-page, three-paragraph application only
- Use simple English
- Avoid using general application letter

In writing a resumé:

- Print in good quality paper consisting of two pages
- Must first present most recent work experience, major accomplishments, education or training prior to personal information
- May or may not include a photo in the resumé; if yes, applicant must be in presentable attire
- Check grammar and spelling

3. What should I do before and during the job interview?

Before

- **Know the company.** Find time to research about the company, the industry and the position being applied for.
- **Groom to impress the interviewer/s.** Dress professionally and conservatively. Wear clean and neatly pressed clothes. Sport a well-groomed hairstyle. Have clean and trimmed fingernails. Wear clean and polished shoes.

During

- **Be punctual.** Come at least 15 minutes before the interview.
- **Be polite.** Smile and politely greet all company personnel.
- **Carry extra copies of your resumé.**
- **Answer competently and professionally.** Reply to questions should be KISS (Keep It Short and Simple). Avoid telling jokes, using street language, and deviating from the topic of conversation. It is all right to ask and clarify if you did not understand the question.

- **Avoid eating, chewing a gum and using cellular phones.**
- **Prepare for salary negotiation, if given the option.** If the salary is negotiable and you are asked for a desired salary or benefits, you may give your preference which may be based on your research.
- **Say “Thank You” after the interview.**

For more details, read the Career Guide posted at www.ble.dole.gov.ph.

4. What are the requirements that might be needed in applying for a job?

- Biodata or resumé
- Birth Certificate issued by the National Statistics Office (NSO)
- High School/College Diploma
- Transcript of Records
- National Bureau of Investigation (NBI)/police/barangay clearance
- Social Security Systems (SSS) Number
- Taxpayers’ Identification Number (TIN)
- Medical Certificate
- Marriage Certificate (if married)
- Training Certificates
- National Certificates
- Professional License
- Civil Service Eligibility (for government)

5. What are the basics work ethics expected of me?

- Right values such as industrious, systematic, time-conscious, innovative and values-driven
- Competence
- Culture of safety and health
- Loyalty to the organization
- Integrity

6. What can I expect from the employer/organization?

- Payment of wages and wage-related benefits according to existing laws
- Safe and healthy working conditions
- Career growth and training opportunities
- Work-Life balance

7. What benefits can I expect if I get employed?

Wage and wage-related benefits can be expected.

- The mandated minimum wage varies according to region. For wages above the minimum, the company and the employees may agree on productivity or performance-based wages. For more details, visit www.nwpc.dole.gov.ph.
- For mandated wage-related benefits, employees are entitled to overtime pay, holiday pay, night shift differential pay, premium pay, and 13th month pay and leave benefits.
- The entitlement to minimum wage and wage-related benefits depends on various factors. For coverage and exceptions, visit www.bwc.dole.gov.ph.

B. Overseas

1. Where can I get information if I plan to work overseas?

You may attend the Pre-Employment Orientation Seminar (PEOS) conducted daily by the POEA Workers Education Division (WED), free of charge. The seminar will guide you to make a decision whether to pursue overseas or not, as the advantages and disadvantages of overseas employment are discussed. In the PEOS, you will also get information on the procedures and documentary requirements in applying for overseas, the expenses/cost of applying, job opportunities, and most importantly, the modus operandi of illegal recruiters to avoid being duped in the process.

For further information, call the POEA WED at 722-1196 or visit www.poea.dole.gov.ph.

2. What are the basic documents must I have as an OFW?

As an OFW, ensure that you have completed all necessary documents, such as:

- Passport (valid at least 6 months)
- Valid work/employment visa
- Employment contract processed by POEA
- Airline ticket
- Pre-Departure Orientation Seminar (PDOS) certificate
- Overseas Employment Certificate (OEC) or e-Receipt

It is advisable to leave copies of these documents to an entrusted family member, close relative or friend. You may also scan said documents and email them to your own personal account.

3. I am already scheduled to leave for work abroad. What do I still need to undergo?

You are required to attend a Pre-Departure Orientation Seminar (PDOS) conducted by the OWWA (free of charge) or by any PDOS provider accredited by OWWA. Be sure to secure a PDOS certificate after the seminar as this is required for the issuance of OEC.

For Household Service Workers (HSWs), they are also required to attend language and culture classes conducted by OWWA, free of charge.

For further information, you may call OWWA at 891-7601 to 19 or visit www.owwa.gov.ph.

4. What shall I do if the recruitment agency asked me to sign different contract from the first contract I signed? Is this legal?

It depends. This is called contract substitution, which is legal if the terms and conditions of the new contract are superior to the first contract. Otherwise, if the new contract is less beneficial to you, that is illegal.

If the recruiter forces you to sign an inferior contract before you leave the country, be sure to get a copy and file a complaint at the POEA Anti-Illegal Recruitment Branch, or call the POEA Hotline at 722-1144 or 722-1155.

If this happens at the airport before your flight, immediately inform the Labor Assistance Center found in all international airports or any security personnel in the vicinity.

5. I have friends/family members who want to send a package. What shall I do?

Do not accept packages from anyone. Should you accept a package from friends/family members, make sure that the package does not contain anything illegal such as illegal drugs, firearms and ammunitions, contrabands, pornographic materials, fake signature items, pirated DVDs and programs, food prohibited especially in the Middle East, etc. As a precautionary measure, inspect all contents in front of the sender before sealing and including it in your baggage.

During a Job

Topics at a Glance

During a Job

This section informs new employees of the terms and conditions of employment set by law (e.g. statutory monetary benefits, hours of work, holidays, vacation and time-off, among others), their rights and obligations as workers, management prerogatives, and how issues and concerns are addressed in the workplace.

Situational topics contained in the ***Guide for Students and Jobseekers*** will furnish the new entrants, whether locally or abroad, with necessary information relative to the performance of their job and the effective exercise of their rights.

A. Local

- Terms and Conditions of Employment
- Occupational Safety and Health
- Rights and Responsibilities of workers and employers
- Dispute Settlement
- Continuing professional development

B. Overseas

- Requirements at the post
- Grievance handling and dispute settlement at post
- Programs and services at post

A. Local

1. As an employee, what am I entitled to?

- Prevailing wage rate in the region where your workplace is situated.
- Wage-related benefits such as normal hours of work, overtime pay, holiday or premium pay, night shift differential pay, 13th month pay, rest days and leave benefits.
- The entitlement to minimum wage and wage-related benefits depends on various factors. For coverage and exceptions, visit www.bwc.dole.gov.ph.

2. What is my normal length of hours of work in a day?

Eight (8) hours. If required to work in excess of eight (8) hours, you should be paid overtime pay as follows:

- On ordinary work day - hourly rate plus 25%
- On a rest day, special day or regular holiday - hourly rate plus 30%

There is a separate Guidelines for establishments implementing flexible work arrangements.

3. If I am asked to work between 10:00 pm and 6:00 am, do I get additional pay?

Yes. You are entitled to a night shift differential pay of 10% of the hourly rate.

4. Am I entitled to a 13th month pay?

Yes. Rank-and-file employees who have worked for at least one (1) month are entitled to 13th month pay. It is at least 1/12 of the total basic salary earned for the year and should be given not later than December 24 of every year.

5. Am I allowed to have a meal break?

Yes. A sixty-minute or one-hour time-off for regular meal is provided for an eight-hour work day, e.g., time in at 8:00 am, meal break at 12:00 nn, and resume work at 1:00 pm until 5:00 pm. The one-hour meal period, this is from 12:00 nn to 1:00 pm, it is excluded from the eight-hour work day and is non-compensable.

6. Do I have a rest day?

Yes. Rest day is 24 consecutive hours or 1 day for every six (6) days of work. Rest days can be scheduled on a Sunday or any day by the employer upon consultation with the employees.

7. When do I get my salary?

Salary should be paid in cash at least once every two (2) weeks or twice a month at intervals not exceeding 16 days. It must be paid directly to you at or near your place of work.

8. How much will I get paid if I am required to work on a holiday or rest day?

- Basic pay and the following:
 - Plus 30% of the daily basic rate or a total of 130% if work is performed on rest day or special day.
 - Plus 50% of the daily basic rate or a total of 150% if work is performed on special day falling on the employee's rest day.
 - Plus 30% of the daily basic rate or a total of 260% if work is performed on a regular holiday falling on the employee's rest day.

- There are 12 regular holidays:
 - New Year's Day - January 1
 - Maundy Thursday - Movable Date
 - Good Friday - Movable Date
 - Araw ng Kagitingan - April 9
 - Labor Day - May 1
 - Independence Day - June 12
 - National Heroes' Day - Last Monday of August
 - Eid'l Fitr - Movable Date
 - Eid'l Adha - Movable Date
 - Bonifacio Day - November 30
 - Christmas Day - December 25
 - Rizal Day - December 30

- There are 3 special days:
 - Ninoy Aquino Day - August 21
 - All Saints Day - November 1
 - Last Day of the Year - December 31

9. What are the leave benefits that I am entitled to under existing laws?

- **5 days service incentive leave** with pay for employee who has rendered at least 1 year of service.
- **Maternity Leave of 60 days for normal delivery and 78 days for caesarian section delivery** for a female employee in the private sector, whether married or unmarried. The employee must be an SSS member with at least 3 months contribution within the 12-month period.
- **7 days Paternity Leave** for a male employee in the private sector availed right after his legitimate spouse gives birth or has a miscarriage.
- **7 days Solo Parent Leave** to a solo parent to enable him/her to perform parental duties and responsibilities.
- **10 days Leave for Victims of Violence Against Women and their Children (VAWC)** to women employees who are victims of physical, sexual, psychological harm or suffering, or economic abuse. The leave benefit is on the days that the woman employee has to attend to medical and legal concerns.
- **Special Leave for Women of 2 months** with full pay who have rendered continuous aggregate employment service of 6 months for the last 12 months, following surgery caused by gynecological disorders.

For more details, visit www.bwc.dole.gov.ph.

10. What are the hazards that I may be exposed to at the workplace?

There are situations, conditions and activities in the workplace that may expose you to hazards resulting to injury, illness or even death. Generally, there are two (2) kinds of workplace hazards:

- a. **safety hazards**, which can cause direct harm like cuts, broken limbs and burns, arising from:
 - poor housekeeping
 - inappropriate and defective tools
 - sharp and pointed hand tools
 - hot surfaces and splashes from hot liquids
 - unguarded moving or rotating machines
 - electrical hazards
 - vehicles, such as forklifts, cranes and trucks

- b. **health hazards**, which result to illnesses and diseases and may take time to manifest in the worker's body, namely:
 - physical hazards (heat/temperature, vibration, noise and radiation)
 - chemical hazards (acids, mists, fumes, vapor)
 - biological (virus, bacteria, molds, pests)
 - ergonomic stressors (risk factors for work-related musculoskeletal disorders - fitting the tasks to the worker)
 - psychosocial hazards like stress

For more details, visit www.oshc.dole.gov.ph.

11. How will I be protected from these hazards?

There are three control measures to address the various hazards, as follows:

- a. **Engineering Control** - includes substitution of materials/equipment, modification of work process, maintenance of equipment, isolation, wet method and ventilation
- b. **Administrative Control** - includes reduction of work periods, adjusting work schedules, employee information and training, job rotation, education of supervisors, housekeeping and maintenance
- c. **Personal Protective Equipment** - examples are gloves, safety goggles, hard hats, earplugs or earmuffs, safety shoes, masks/respirators, and face shields

For more details, visit www.oshc.dole.gov.ph.

12. How can I contribute to a safety and healthy workplace?

- Obey the company's safety and health policies and programs;
- Be part of the mandatory Safety and Health Committee (SHC) of the company;
- Avoid unsafe/unhealthy acts and conditions. Unsafe/unhealthy acts are man-made violations of commonly accepted safe work procedure or standard operating procedure. (e.g., not wearing appropriate personal protective equipment or

PPEs, horseplaying and operating a machine/equipment without authority). Unsafe/unhealthy conditions arise from any harmful work situation where an accident or illness is likely to happen. These include unguarded machines, poor ventilation, inadequate illumination, dusty workplaces, octopus wirings, among others. For more details, visit www.oshc.dole.gov.ph.

13. If I got sick or injured and I can't work, will I be compensated?

Yes. The Employees' Compensation Program covers employees who suffered from work-related sickness or injuries which resulted to disability or death. Employees' belonging to both the public and private sectors (formal sector) are compulsorily covered under the EC Program.

If you suffered from work-related sickness or injury, do the following:

- a. Get medical attention if you need it.
- b. Report the incident to your employer immediately.
- c. File an Employees Compensation (EC) claim at the Social Security System (SSS).

For more details, visit www.ecc.gov.ph.

14. What safety and health training and services could I get as an employee?

Companies are mandated to provide its employees with relevant safety and health support training programs and services, e.g., basic occupational safety and health courses, work procedures, workplace environment monitoring, injuries and sickness surveillance and monitoring, and provision of proper personal protective equipment (PPE), among others.

15. What are my rights as an employee?

Employees are entitled to:

- Just and humane conditions of work;
- Security of tenure;
- Self-organization which is the right to join or not to join a union/organization.

In relation to the exercise of the right to self-organization, employees may engage in collective bargaining with the employer; peaceful concerted activities according to law; participate in policy and decision-making processes affecting rights and benefits as may be provided by law; and labor education through seminars, dialogues and information, education and communication materials.

16. What are my obligations/responsibilities as an employee?

Employees have the obligations/responsibility to:

- Work in exchange of compensation under management control;
- Follow company rules and policies;
- Observe proper care in the use of facilities; and
- Avoid wastages and contribute to productivity (e.g. waste of time, ideas, materials and supplies, machinery and equipment, manpower, waste due to accidents, waste due to non-cooperation and defective workmanship causing breakage or spoilage).

In relation to the exercise of the right to self-organization, union member-employees must follow the provision of union's Constitution-and-By-Law (CBL); observe duty to negotiate in good faith; follow the procedure on strikes and lockouts and submit to the intervention of DOLE if necessary; observe good faith and recommend reasonable and sensible solutions to issues submitted before the Labor-Management Committee.

17. What are the obligations/responsibilities of management to its employees?

- Pay the employees as well as give all other benefits due them under the law and the collective bargaining agreement (CBA);
- Respect the rights of employees;
- Provide the employees with safe and healthy working places with protective gears/gadgets/devices;
- Implement the company rules and regulations;
- Look into the welfare of the employees; and
- Have a grievance mechanism at the workplace.

18. If I have a grievance, where can I air out my concern?

Grievance arising from employer-employee relationship can be raised to the grievance machinery or in any similar workplace-based dispute settlement mechanism/process, such as Disciplinary Committee or Peer Review Committee, if there is any.

If there is no workplace-based dispute settlement mechanism/process, a request for assistance under the Single Entry Approach (SEnA) can be filed at the DOLE Regional/Field Office where the company or workplace is located.

For more details, visit www.blr.dole.gov.ph or www.ncmb.ph.

19. I am an employed professional. Is there an opportunity for me to enhance my knowledge and skills?

Yes. The Professional Regulatory Commission (PRC) offers a Continuing Professional Program. It refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency, and ethical and moral values, after the initial registration of a professional that raises and enhances the professionals' technical skills and competence. See *Practice of Profession*.

B. Overseas

- 1. Do I still need to get a work permit once I arrive at the country of destination where I intend to work?**

The laws on foreign employment differ in many countries but generally the employee is already issued a work permit applied for by his/her employer prior to his/her flight to the country of destination.

- 2. Where will I go if I have important concerns regarding the labor policies and programs for OFWs or when I encounter a problem or conflict at my workplace?**

For employment-related and other problems, you may seek advice and/or assistance from the Philippine Overseas Labor Office (POLO). The POLO is the overseas arm of the DOLE in the implementation of the Philippine labor policies and programs for the protection and promotion of the welfare and interests of Filipinos working abroad.

- 3. What training programs are being offered by the POLO that I may avail if I want to enhance or upgrade my skills while working abroad?**

Inquire at the POLO regarding capability building services they offer such as computer literacy programs, language, and personality development and value formation trainings. POLO may also provide information on available trainings being offered by the host government.

- 4. What are the other services provided by POLO?**

The services provided by POLO are handling labor and welfare cases, entertaining phone-in or walk-in inquiries, employment contract verification, issuance of OECs for vacationing workers, enrollment and renewal of OWWA memberships, and community outreach programs.

5. My employer allowed me to go on vacation. What should I take into consideration?

Make sure to have the following:

- Passport must be valid for at least 6 months prior to your flight;
- Visa must not expire while at vacation;
- Employment contract verified by the POLO;
- OEC; and
- Roundtrip ticket.

6. Can I or my employer pre-terminate my contract?

Yes. The employment contract enumerates the valid grounds wherein you or your employer may pre-terminate it. Additional grounds for pre-termination are also stipulated in the labor laws of the host country. If you think that your employer has illegally removed you from work, you may request for advice and or assistance from the POLO.

Leaving a Job

Topics at a Glance

Leaving a Job

This section serves as a guide for the separation, resignation, retirement or termination of a worker from his/her workplace. It contains basic facts on the grounds for just, authorized and illegal termination, and the benefits or legal remedies or solutions that the workers could avail.

Both local and overseas workers are guided under this section on termination of employment.

A. Local

- Termination of Employment
- Filing of Complaints
- Separation Package

B. Overseas

- Programs for Returning OFWs
- Reintegration Services
- Social Benefits

A. Local

1. Can I be terminated from my job?

Yes. An employee is secured in his/her job but the employment can be terminated if there are causes and observance of notice and hearing requirement. Causes for termination are classified as just or authorized causes.

Just causes are the following:

- a. serious misconduct;
- b. willful disobedience;
- c. gross and habitual neglect of duty;
- d. fraud or breach of trust;
- e. commission of a crime or offense against the employer, his family or representative; and
- f. other similar causes.

The authorized causes are:

- a. installation of labor-saving devices;
- b. redundancy;
- c. retrenchment to prevent losses;
- d. closure and cessation of business;
- e. disease/illness; and
- f. other similar causes.

Notice and hearing required for just cause termination are as follows:

- a. First written notice. - The first written notice to be served on the employees must contain the grounds for termination and a directive that the employees are given the opportunity to submit their written explanation at least five (5) calendar days from receipt of the notice.
- b. Hearing required. - After serving the first notice, the employers must schedule and conduct a conference wherein the employees will be given the opportunity to explain and clarify their defenses to the charge against them, to present evidence in support of their defenses. A trial type hearing is not required unless requested by the employees.
- c. Second written notice. - After determining the termination of employment is justified, the employers must serve the

employees a written notice of termination indicating all circumstances involving the charge against the employees.

For authorized cause termination, there must be at least one (1) month notice before the intended date of termination to the DOLE Regional Office and to the affected employees.

2. If I were illegally dismissed, where can I file my complaint?

File a request for assistance under the Single Entry Approach (SEnA) at the nearest DOLE Regional/Field Office or Regional Branch of the National Conciliation and Mediation Board (NCMB) or Regional Arbitration Branch of the National Labor Relations Commission (NLRC) for assistance, conciliation-mediation, or arbitration.

SEnA refers to an administrative approach to provide a speedy, impartial inexpensive and accessible settlement procedure of all labor issues or conflicts to prevent them from ripening into full blown disputes. Conciliation-mediation process shall be utilized as immediate intervention to effect amicable settlement among the differing parties.

3. Do I need a lawyer if I decide to file a labor case before the NLRC?

No. However, only the following labor cases can be filed before the Regional Arbitration Branches of the NLRC:

- a. Unfair labor practice (ULP) cases;
- b. Termination disputes (or illegal dismissal cases);
- c. If accompanied with a claim for reinstatement, those cases that workers may file involving wages, rates of pay, hours of work and other terms and conditions of employment;
- d. Claims for actual, moral, exemplary and other forms of damages arising from employer-employee relations;
- e. Cases arising from any violation of Article 264 of the Labor Code, as amended, including questions involving the legality of strikes and lockouts;
- f. Except claims for employees compensation not included in the next succeeding paragraph, social security, medicare and maternity benefits, all other claims arising from employer-employee relations, including those of persons in

domestic or household service, involving an amount exceeding Five Thousand Pesos (P5,000.00), whether or not accompanied with a claim for reinstatement;

- g. Wage distortion disputes in unorganized establishments not voluntarily settled by the parties pursuant to Republic Act No. 6627;
- h. Enforcement of compromise agreements when there is non-compliance by any of the parties pursuant to Article 227 of the Labor Code, as amended;
- i. Money claims arising out of employer-employee relationship or by virtue of any law or contract, involving Filipino workers for overseas deployment, including claims for actual, moral, exemplary and other forms of damages as provided by Section 10 of R.A. No. 8042, as amended by R.A. No. 10022;
- j. Contested cases under the exception clause of Article 128(b) of the Labor Code, as amended by R.A. 7730; and
- k. Other cases as may be provided by law.

4. Until when can I file a labor case?

- For Unfair Labor Practice, file the case within one (1) year from the time the acts complained of were committed;
- For Money Claims, file the case within three (3) years from accrual of the cause of action;
- For Illegal Dismissal, file the case within four (4) years from the date of termination; and
- For Criminal Offenses penalized under the Labor Code, file the case within three (3) years from the commission thereof.

For more details, visit www.nlrconline.com or www.nlrc.dole.gov.ph.

5. What separation package can I expect upon my termination?

- Earned wages and benefits;
- Separation pay (for authorized cause termination); and
- Benefits provided under CBA or long standing company practice.

B. Overseas

1. With my contract about to expire, what should I do?

If you and your employer agreed to renew your contract, you need to renew your work/resident visa and OWWA membership.

If you decide not to renew, you will need to cancel your work/residence visa and in some countries, you may need to apply for exit visa. Your employer will provide you with your return ticket. Be sure to claim your end of service benefits, if any.

2. I have saved up money for the future of my family. How and where can I invest it?

There are many ways to make your money earn. One is to invest in stocks, bonds and treasury notes and similar instruments. The money can also be invested in time deposit at any bank to earn more interests.

You may also engage in livelihood or entrepreneurial activities. OWWA and NRCO have programs for OFWs, such as:

- a. Business Counseling;
- b. Techno skills and capacity skills training; and
- c. Entrepreneurship/Micro-finance development.

3. I plan to establish a business when I get back to the Philippines but I only have limited capital. Where can I apply for a loan?

You may apply for a loan under the **Two Billion Pesos OFW Reintegration Program** of the National Reintegration Center for OFWs (NRCO) subject to the following pre-qualifying requirements:

- a. OFW must be an OWWA member;
- b. OFW has completed the Entrepreneurship Development Training (EDT) conducted by OWWA-RWOs; and

c. OFW is of good credit standing.

The loanable amount is from a minimum of P300,000.00 to a maximum amount of Php 2Million with an initial interest of 7.5% per annum. Interested applicants may proceed to the nearest OWWA-Regional Welfare Offices which has jurisdiction over his/her permanent residence.

For more details, visit www.owwa.gov.ph and www.nrco.dole.gov.ph.

List of Programs and Agencies to Contact

<p>EMPLOYEES COMPENSATION COMMISSION (ECC) 4th and 5th Floor ECC Bldg., 355 Sen. Gil Puyat Ave., Makati City TL 899-4251 loc. 208, 896-3446 Website: www.ecc.gov.ph</p>	<p><u>ECC Programs and Services</u></p> <ol style="list-style-type: none"> 1. ECC-Quick Response to ODWs. This project aims to provide immediate assistance to workers or their families within 48 hours in the event of major work accidents or outbreak of occupational diseases at the workplace. The ECC intervention includes psychosocial counseling services and assistance in the filing of the necessary claims with the Social Security System (SSS) or Government Service Insurance System (GSIS). 2. KAGABAY Project. “Katulong at Gabay sa Manggagawang May Kapansanan” o KaGaBay is a special assistance project to occupationally disabled workers (ODWs) aimed at facilitating their reintegration into the economic mainstream as productive members of our society. It provides vocational skills and entrepreneurial training and other assistance that will allow ODWs to find employment or self-employment by setting-up a micro-enterprise or home-based business. 3. Physical Restoration of ODWs. This is another special assistance project to facilitate ECC-funded rehabilitation services for ODWs like physical/occupational therapy and provision of free rehabilitation appliances.
<p>INSTITUTE FOR LABOR STUDIES (ILS) 5th Floor, DOLE Building, General Luna Wing, Intramuros, Manila 527-3456, 527-3490, 527-3452, 527-3491 Website: www.ilsdole.gov.ph</p>	<p>The Institute for Labor Studies (ILS) is the policy research and advocacy arm of DOLE on nascent and critical labor and employment issues and concerns. Through its services and products, ILS serves as the Department’s internal think tank, consultant, broker and knowledge incubator.</p>
<p>NATIONAL CONCILIATION AND MEDIATION BOARD (NCMB) 4th, 5th and 6th Floors, Arcadia Building, Quezon Avenue, Quezon City 332-4176, 332-4175</p>	<p><u>NCMB Programs and Services</u></p> <ol style="list-style-type: none"> 1. Conciliation-Mediation Services - neutral third party intervention for (1) notice of strike/lockout grounded on bargaining deadlocks, unfair labor practices, and, for (2) preventive mediation of labor disputes involving any certified or duly recognized bargaining representative, legitimate organization and employer.

Website: www.ncmb.ph

The regional conciliator-mediators of the Board assist the disputing parties validate and discuss the dispute and issues with the primary purpose of bringing about early and amicable settlement, through compromise agreements, and /or convince them to remand unresolved issues to plant level dialogues, through grievance machinery, Voluntary Arbitration, or referral to other appropriate agencies.

- 2. SAGIP (Strategic Action Group for Industrial Peace) / QRT (Quick response Team)** - conduct of marathon conciliation-mediation conferences, 24/7 basis monitoring of actual strikes, coordination with relevant agencies for the intervention in wildcat strikes.
- 3. FLAVAS/SEnA (Free Legal Aid and Voluntary Arbitration Services/Single Entry Approach)** - extend the Board's services beyond purely organized groups to individual complainants. The NCMB takes advantage of the effectiveness of its conciliation-mediation services to provide immediate assistance to unorganized and individual workers and to unions that are at the early state of organizing. The SEnA/FLAVAS Program follows the single entry concept in the filing of cases with conciliation as the entry point. When conciliation fails, the case is either elevated to a regular VA case or referred to the appropriate agencies of the Department.
- 4. Voluntary Arbitration Services** - administer a program for the accreditation of labor relations practitioners as Voluntary Arbitrators and continuing professionalization/retooling of Accredited Voluntary Arbitrators (AVAs).
- 5. Workplace Relations Enhancement Program** – labor-management education on Labor-Management and other councils, Labor-Management Committees, Grievance Committees, Workplace Cooperation and Partnership (WCP) or Workplace Dispute /Conflict Prevention (WDCP) mechanisms, at the workplace or plant-level, area or provincial level, and industry-level.
- 6. Technical Assistance** – on Alternative Dispute Resolution, supervision of strike vote/lockout balloting and improved/reduced offer balloting, counselling on labor relations related issues, training on effective negotiations and collective bargaining, speakership services on labor relations related topics (ADR, LMC, Grievance Machinery), facilitation of submission of issues to voluntary arbitration and in the selection of

	<p>AVAs, maintain and update a Roster of AVAs, process and grant subsidy on voluntary arbitration fees, documentation of success stories, linkages/networking with advocates' and practitioners' associations, research, monitoring and evaluation of workplace relations enhancement mechanisms, administration of Search for Outstanding LMC Award program.</p>
<p>NATIONAL LABOR RELATIONS COMMISSION (NLRC) PPSTA Bldg. 5, Banawe cor. P. Florentino Sts., Quezon City Tel. No. 781-7877/telefax 740-7757 Websites: www.nlrconline.com or www.nlrc.dole.gov.ph</p>	<p>The NLRC is tasked to promote and maintain industrial peace by resolving labor and management disputes involving both local and overseas workers through compulsory arbitration and alternative modes of dispute resolution.</p>
<p>NATIONAL MARITIME POLYTECHNIC (NMP) <u>Manila</u> 2nd Floor, ECC Bldg., 355 Gil Puyat Avenue, Makati City 899-3683, 897-2767</p> <p><u>Tacloban</u> Cabalawan, Tacloban City (053) 321-3356 09392753849</p> <p>Website: www.nmp.gov.ph</p>	<p>NMP Courses Being Offered</p> <p>Deck Courses:</p> <ol style="list-style-type: none"> 1. Radar Navigation, Radar Plotting and Use of ARPA 2. Operational Use of ECDIS 3. Ratings Forming Part of Navigational Watch 4. Ship Simulator and Bridge Teamwork with BRM 5. Management Level Courses for Marine Deck Officers <ul style="list-style-type: none"> • Function 1 Navigation at the Management Level • Function 2 Cargo handling and Stowage at the Management Level • Function 3 Controlling the Operation of the Ship and Care for persons Onboard at the management Level 6. Ratings Forming Part of Navigational Watch <p>Engine Courses:</p> <ol style="list-style-type: none"> 1. Marine Electrical System 2. Ratings Forming Part of Engineering Watch 3. Engine Room Simulator with ERRM 4. Management Level Courses for marine Engineer Officers <ul style="list-style-type: none"> • Function 1 Marine Engineering at the Management Level • Function 2 Electrical, Electronic and Control Engineering at the Management Level • Function 3 Maintenance and Repair at the Management Level

	<ul style="list-style-type: none"> • Function 4 Controlling the Operation of the Ship and Care of Persons Onboard at the Management Level <p>Radio Communication, Passenger & Tanker Courses:</p> <ol style="list-style-type: none"> 1. GOC for GMDSS 2. Shore-based Firefighting for Tankers 3. Basic Training for Oil and Chemical Tanker Cargo Operations 4. Advanced Training for Oil Tanker Cargo Operations <p>Safety Medical and Security Courses:</p> <ol style="list-style-type: none"> 1. Basic Safety Training with PADAMS and SHAPIMS 2. Proficiency in survival Craft and Rescue Boats Other than Fast Rescue Boats 3. Advanced Training in Firefighting 4. Medical Emergency First Aid 5. PADAMS for Non-BST Trainees 6. SHAPIMS for Non-BST Trainees 7. Security Awareness Training 8. Anti-Piracy Course <p><u>Environmental Protection and Maritime Allied Courses</u></p> <p>Environmental Protection Course:</p> <ol style="list-style-type: none"> 1. Consolidated MARPOL 73/78 Annexes I-IV <p>Maritime Allied Courses:</p> <ol style="list-style-type: none"> 1. Safety Training for Boat Captain and Marine diesel Mechanic 2. BST for Motorboat Operators and Handlers/Operators and Fisherman <p>Professional Development Courses:</p> <ol style="list-style-type: none"> 1. Maritime Law for Ship’s Officers 2. Gender Sensitivity Training for Seafarers 3. Training Course for Instructors (IMO MC 6.09) 4. Training Program for instructors conducting simulator –based Training 5. Assessment, Examination and Certification of Seafarers (IMO MC 3.12)
<p>NATIONAL WAGES AND PRODUCTIVITY COMMISSION (NWPC) 2nd and 3rd Floor, DY International Building, No. 1011 General Malvar corner San Marcelino Streets, Malate, Manila</p>	<p><u>NWPC Program</u></p> <p>Operasyon PAWIS (Pagpapatupad ng Wasto at Itinalagang Sahod) - is a public awareness campaign of the National Wages and Productivity Commission (NWPC) and Regional Tripartite Wages and Productivity Boards (RTWPBs) to heighten the level of awareness of both workers and employers on the applicable minimum wage rates by region, industry, and/or</p>

<p>527-5141 / 5139 Website: www.nwpc.dole.gov.ph</p>	<p>locality. It aims to enhance compliance with regional mandated minimum wages through the development of a highly effective public information program on wages.</p>
<p>OCCUPATIONAL SAFETY AND HEALTH CENTER OSHC Complex, North Avenue corner Science Road, Diliman, Quezon City 1104 929-6036 to 39 loc. 300, 928-6690 Website: www.oshc.dole.gov.ph</p>	<p><u>OSHC Programs and Services</u></p> <p>Mandatory Courses:</p> <ul style="list-style-type: none"> • Basic Occupational Safety and Health (BOSH) • Construction Safety Training <p>Other OSH Courses:</p> <ul style="list-style-type: none"> ➤ On-the-Job Training on Work Environment Measurement for Labor Inspectors ➤ HIV/AIDS Appreciation Course and the Workplace (SOLVE) ➤ Drugs and Alcohol Prevention in the Workplace ➤ Chemical Safety ➤ Emerging work-related diseases ➤ Crane and Forklift Safety ➤ Fire Prevention and Control ➤ Hepatitis B Prevention and Control in the Workplace ➤ Ergonomics ➤ GHS ➤ Industrial Hygiene ➤ Training of Trainers ➤ OSH Appreciation Courses <p>Research</p> <p>Information Dissemination</p> <ul style="list-style-type: none"> ➤ Tri-Media (prints, TV, radio) ➤ Small media (conferences, u-ZAPang OSH, OSH caravans) ➤ Videos ➤ Posters, brochures <p>Technical Services</p> <ol style="list-style-type: none"> 7. Biological Monitoring: <ul style="list-style-type: none"> ▪ Heavy Metals ▪ Organic Solvents 2. Medical Examinations: <ul style="list-style-type: none"> ▪ Audiometry ▪ Blood Chemistry ▪ Chest X-ray ▪ Electrocardiography ▪ Hematology ▪ Microbiological Examination ▪ Visual Acuity ▪ Complete Physical Examination 3. Work Environment Measurement: <ul style="list-style-type: none"> ▪ Dust

	<ul style="list-style-type: none"> ▪ Gases/Organic Solvent Vapors ▪ Heavy Metals ▪ Noise ▪ Illumination ▪ Heat/Humidity ▪ Other Toxic Substances <p>4. Safety Evaluation and Audit:</p> <ul style="list-style-type: none"> ▪ General Safety Evaluation of Workplace ▪ Boiler and Pressure Vessel Safety Diagnosis ▪ Crane Safety Evaluation ▪ Electrical Safety Audit ▪ Grinding Wheel Safety Test <p>5. Testing of Personal Protective Equipment:</p> <ul style="list-style-type: none"> ▪ Respirator Testing ▪ Safety Belt and Life-lines ▪ Safety Gloves and Rubber Boots ▪ Safety Shoes and Helmets ▪ Spectacles and Goggles <p>6. Ventilation Testing and Evaluation</p>
<p>OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA) OWWADEC Building, 7th corner F.B. Harrison Streets, Pasay City 1300 833-0139, 833-0124, 833-0148 Website: www.owwa.gov.ph</p>	<p><u>OWWA Programs and Services</u></p> <p>1. Workers Welfare Assistance Program</p> <p>A. On-Site Welfare Case Management</p> <p>Includes requests for assistance on OFWs' whereabouts, psycho-social counseling, conciliation, airport assistance, hospital/prison/work camp visitations and legal assistance to OFWs who wish to pursue labor/welfare case in the court of the host country.</p> <p>B. In-Country Welfare Case Management</p> <p>Includes requests by families and NOKs (next-of-kin) for assistance from Post, post-repatriation assistance, counselling, referrals and other concerns. Requests for assistance from NOKs or from OFWs can be channelled through the 24/7 Operation Center.</p> <p>2. Repatriation Program - includes bringing distressed OFWs back to the country or bringing back of human remains. Emergency repatriation is carried out in the even of any of political unrest or natural calamities. Repatriated OFWs are accorded with airport assistance, temporary shelter at the Halfway Home, psycho-social counselling, stress debriefing, and</p>

provision of transport services or fares for their onward travel to their provinces.

Reintegration Program - is a way of mainstreaming returning OFWs into the Philippine Society.

A. Reintegration Preparedness (On-Site)

Includes training on value formation, financial literacy, entrepreneurial development training (EDT), techno-skills and capacity building training.

B. Reintegration (In-Country)

Implemented under the auspices of the National Reintegration Center for OFWs (NRCO) and OWWA Regional Welfare Offices, consisting of job referral (local and overseas employment), business counselling, community organizing, financial literacy seminar, networking with support institutions, and social preparation programs.

3. Education and Training Benefits

A. Pre-Departure Education Program (PDEP) - A mandatory orientation / training for all departing OFWs. It consists of the following:

- a) ***Country Specific Pre-Departure Orientation Seminar (PDOS)*** - A whole day orientation to OFWs consisting of a comprehensive module on employment contract familiarization, profile of the country of destination, stages of the OFWs life, health and safety, airport procedures, government programs and services.
- b) ***Comprehensive Pre-Departure Education Program (CPDEP)*** - A 3 to 6-day live-out training for Household Service Workers (HSWs) consisting of language training, culture familiarization and stress management to prepare them for life overseas.

B. Scholarships, Training and Incentive Programs

B1. Scholarship and Incentive Programs for OFWs / Seafarers

- a) ***Seafarers' Upgrading Program (SUP)*** -

Scholarships for attendance to short-term upgrading courses for seafarers. First availment consists of Php 7,500.00 training assistance. Availment in another training course every after 3 recorded membership.

- b) **Mariners' Dugtong-Aral (MDA)** - Scholarships for qualified graduates of BS Mechanical Engineering and BS Electrical Engineering, consisting of a maximum of Php 38,120.00 plus Php 15,000.00 for 3-month stipend, leading to a BS Marine Engineering degree. These are for those who wish to board an ocean vessel as qualified Marine Officers.
- c) **Incentive Program for Top 200 Maritime Cadets (Cadetship Program)** - A financial incentive to top 100 students of BS Marine Transportation and top 100 students of BS Marine Engineering who passed the Maritime School Assessment Program, consisting of a maximum of Php 30,000.00 per cadet to be used in processing documentary requirements needed in boarding an international vessel.
- d) **Marine Educational Development Loan Program (MEDLOP)** - A "Study Now, Pay Later" program. MEDLOP is an interest-free financial assistance to defray the cost of tertiary education of prospective Marine Officers and Engineers with guaranteed International Onboard Employment.

B2. Scholarship for Dependents

- a) **Education for Development Scholarship Program (EDSP)** - Scholarships for qualified dependents of OFWs consisting of a maximum of Php 60,000.00 per school year, leading to a four-to-five year baccalaureate course in any college or university.
- b) **OFW Dependents Scholarship Program (OFWDSP)** - Scholarships consisting of a maximum of Php 20,000.00 assistance per school year leading to a baccalaureate or associate degree in a state college or university. OFW parents must have a monthly salary of not more than \$400.00.
- c) **Education and Livelihood Assistance Program**

	<p>(ELAP) - Scholarships for survivors of deceased OFWs consisting of Php 5,000.00 for elementary, Php 8,000.00 for high school, Php 10,000.00 for college (per school year) and livelihood assistance of Php 15,000.00 for the surviving spouse.</p> <p>d) Tuloy-Aral Project (TAP) - An educational assistance consisting of US\$ 100.00 financial support solicited from sponsors to augment the school needs of less fortunate elementary and high school children of former OFWs.</p> <p>e) Tuloy-Kolehiyo - An extension of the TAP to pursue the tertiary level of education of the TAP scholars leading to either an associate or baccalaureate degree.</p> <p>B3. Short-Term Training Programs for OFWs and Dependents</p> <p>a) Skills-for-Employment Scholarship Program (SESP) - Scholarships for attendance to short-term training program consisting of a maximum of Php 14,500.00 per course leading to the completion of a vocational or technical course in any school accredited by TESDA.</p> <p>b) OWWA-Microsoft Tulay - A joint undertaking with Microsoft Corporation providing OFWs and their families free information and communication technology (ICT) skills training, the purpose of which is to bridge the communication gap through the use of internet between the OFW and his/her family.</p>
<p>PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA) POEA Bldg., Ortigas Avenue corner EDSA, Mandaluyong City 722-1163, 722-3665 722-1159 Website: www.poea.gov.ph</p>	<p><u>POEA Programs and Services</u></p> <p>1. Anti-Illegal Recruitment (AIR) / Anti-Trafficking in Person (TIP) Program</p> <ul style="list-style-type: none"> • AIR / TIP Seminars/ Orientations AIR TIP seminar is an information campaign strategy that aims to intensify the fight against illegal recruiters and traffickers. It aims to enable the POEA to establish linkages and train LGUs, PESOs, law enforcement groups and Public Prosecutors, academe and local NGOs to implement and sustain the campaign.

Applicable laws, rules, regulations. modus operandi and situationer on illegal recruitment and trafficking in persons comprise the modules of this one whole day training.

- **Pre-Employment Orientation Seminar (PEOS)**
The PEOS is a flagship program of the Administration to help would-be workers make a decision whether to pursue overseas employment or not. It is a tool for worker protection and empowerment as it provides relevant information on the overview of the overseas employment program, procedures and documentary requirements, advantages and disadvantages of overseas employment, Philippine licensed agencies, modus operandi of illegal recruiters, detection of illegal recruitment activities, and the government services available to overseas job applicants and hired workers. The PEOS is given free of charge to the participants.

2. Adjudication and Arbitration of OFW Cases

It aims to preserve employment that promote harmonious and cooperative worker-employee relations, enhance collective bargaining and expeditious and fair resolution of labor disputes.

3. Overseas Employment Contracts Verification Program

It aims to ensure job availability and fair and just terms and conditions of employment to protect worker's rights at the local and overseas front through compliance with general labor standards.

4. Labor Market Information (LMI)

- **Global OFW Mapping and Profiling**
Global OFW Mapping and Profiling is a strategic program which aims to provide information on the global presence of OFWs worldwide. It involves the mapping of landbased OFWs (New Hires and Rehires) deployed in major destination critical markets. Deployment data used for mapping are disaggregated by province/city, by gender, by age and by skill
- **Manpower Registration**

It is a system of registration of landbased

workers and maintaining a registry of qualified applicants in accordance with the manpower requirements of foreign employers/principals. The POEA E-Registration is being used as a tool for an effective and responsive overseas employment skills registry.

5. Capability Building Program for Employment Service Providers

- **Pre-Licensing Orientation Seminar (PLOS)**
The Pre-Licensing Orientation Seminar (PLOS) is a one-day seminar which owners, partners, president or chief executive officers of companies, who are applying for an overseas recruitment agency license are required to attend. It is also a requirement for newly appointed branch managers of licensed recruitment agencies. The seminar aims to provide participants with an overview of the overseas recruitment program, discuss the rules and regulations that govern recruitment and make them aware of their vital role in ensuring the protection and welfare of the overseas Filipino workers.
- **Continuing Agency Education (CAEP) Seminar**
The seminar was envisioned primarily to further professionalize and improve the technical capabilities and moral values of the officers and staff of all licensed landbased and seabased agencies to better manage and operate the agency and ensure the deployment of secured and gainfully employed workers. It also serves as a venue for regular dialogues and updates on policies, rules and regulations and government programs on overseas employment.
It was conceptualized to be attended by all the officers and staff of licensed landbased and seabased agencies as one of the requirements for the renewal of license.

6. Overseas Employment Facilitation Program

- **Foreign Principals Accreditation/Registration**

This refers to the accreditation/registration of a foreign person/employer, company,

partnership or corporation or foreign placement agency whose documents has been evaluated, approved and entered into the official records of the Administration as a legal entity granted with an authority to recruit and hire Filipino workers through a licensed recruitment agency for overseas employment.

Validity of Registration/Accreditation is four (4) years unless sooner revoked or cancelled by the Administration on valid grounds. Provisional Registration may also be granted for a period of ninety (90) days for a principal that substantially meets the registration requirements.

- **Contracts Processing**

This refers to the processing of employment contracts/documentation of workers in accordance with the established rules and procedures. The Overseas Employment Certificates (OEC) serves as Travel Exit Clearance which the POEA issues to worker as proof of having gone through proper documentation. Workers can be documented in POEA as Agency Hires, Government Hires, Name Hires/Direct Hires and Returning Workers (Balik-Manggagawa).

Processing of Agency Hired Workers can be done through the Regular Processing, Contract E-Submission System or the In-House Processing Program. Recruitment agencies shall be responsible for providing every worker a copy of his/her employment contract. The individual employment contract is based on the Master Employment Contract approved upon registration/accreditation of the principal/employer.

- **Job Order Monitoring**

This refers to the process of review of the present status of the flow/movement, .utilization of the existing job order/s approved per foreign principal accredited or registered with licensed recruitment agencies.

- **Market Development and Management**

This involves a research and monitoring of countries/markets for the purpose of

	<p>facilitating employment opportunities for OFWs and setting minimum standards of hiring and employment terms and conditions as well as protection of Overseas Filipino Workers through the forging of multilateral/bilateral labor agreements with other countries. It also includes the conduct of studies and provision of technical inputs to support policy development.</p> <p>7. Balik-Manggagawa Program</p> <p>It is a program for the issuance of E-receipt / overseas employment certificate which serves as the travel exit clearance of balik-manggagawa workers or workers-on-leave. Balik-manggagawa or worker-on-leave refers to an Overseas Filipino Worker who is on vacation or on leave and is returning to the same employer. Balik-manggagawa may be classified as any of the following: :a) worker-on-leave who is on vacation or on leave from employment under a valid and existing employment contract and who is returning to the same employer, regardless of any change in jobsite to finish the remaining unexpired portion of the contract; b) rehire who is a worker who was rehired by the same employer after finishing his /her contract and who is returning to the same employer, regardless of a change in jobsite ; c) POLO registered worker who is a returning worker whose employment contract was not processed with the POEA but was subsequently verified and registered with the Philippine Overseas Labor Office (POLO) in the jobsite and who is returning to the same employer either as worker-on-leave or rehire, regardless of any change in jobsite. The OECs can be secured at the POEA main office, POEA regional centers in Luzon, Visayas and Mindanao, POEA regional extension units/satellite offices, Labor Assistance Center in case of five (5) days vacation and the Philippine Overseas Labor Office.</p>
<p>PROFESSIONAL REGULATION COMMISSION (PRC) P. Paredes St., corner N. Reyes St., Sampaloc, Manila</p>	<p><u>PRC Programs</u></p> <p>1. Licensure Examination and Registration Program - The Program fulfills the basic mandate of the Commission which is the conduct and administration of licensure examinations, registration of new passers and the</p>

<p>314-0013 / 735-1537 / 736-2250 Website: www.prc.gov.ph</p>	<p>regulation of the practice of the professions. It aims to measure and assess the qualifications and competence of an applicant to ensure that only those qualified and competent will be registered and accepted into practice of the professions.</p> <p>4. Continuing Professional Education Program- refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency, and ethical and moral values, after the initial registration of a professional that raise and enhance the professionals’ technical skills and competence.</p>
<p>TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY TESDA Administrative Building, TESDA Complex, East Service Road, South Superhighway, Taguig, Metro Manila 893-2454 / 818-8829 Website: www.tesda.gov.ph</p>	<p><u>TESDA Programs and Services</u></p> <p>1. Formulates plans, policies and programs for quality technical education and skills development programs</p> <p>2. Competency Standards Development- TESDA develops competency and training standards embodied in the training regulations to serve as basis in the registration of TESD programs and in assessing whether a graduate or worker is competent or not.</p> <p>3. Competency Assessment and Certification</p> <p>4. Unified TVET Program Registration and Accreditation System (UTPRAS)</p> <p><i>Program Registration</i> is the process which ensures that TESD programs to be offered to the public pass the standards for the trainer, curriculum, equipment and facilities.</p> <p><u>Scholarship Programs</u></p> <p>1. Training for Work Scholarship Program (TWSP) -The program seeks to address the demand for skilled workers in key employment generating sectors; and encourages private TESD providers to redirect training programs to skills that are in demand and have immediate employment.</p> <p>2. Private Education Student Financial Assistance Program (PESFA) - The program seeks to provide assistance to poor and deserving high school graduates to enable them to enroll in private TESD institutions. The assistance is in the form of tuition fee subsidy, book allowance and stipend.</p>

Ladderized Education Program (LEP). The program seeks to allow students entry and exit in higher education by providing technical education and skills development within a higher education course. The student / trainee may enroll, acquire a qualifications as they go up the ladder to higher education. The program allows the student to exit to employment, go back when he/ she has the means and pursue a degree.

Language Skills Institute (LSI). The LSI is TESDA training facility for language and culture programs. There are 35 LSIs nationwide offering different language offerings to wit:

- Japanese Language and Culture
- Finishing Course for Call Center Agents
- English-Language-Computer based
- Arabic Language and Saudi/Gulf Culture
- Korean Language and Culture
- Spanish Language for Different Vocations
- Mandarin Chinese Language and Culture

Trainers Development Program. A continuing training program provided to trainers, administrators and supervisors to improve and upgrade the delivery technology-based instructions to prepare trainees to meet the requirements of the national certification system and enable TVET personnel to upgrade their skills in their areas of specialization.

Youth Profiling For Starring Careers (YP4SC)- a career guidance program for students, out-of-school youths (OSYs) and unemployed adults to help them make informed career choices and decide intelligently on what course to pursue that best fit his/her interest and aptitude after high school.

Technical Education And Skills Development (TESD) Programs

1. **Institution based programs** are offered by public or private TESD institutions, schools or training centers
2. **Enterprise-based training** - TESD programs implemented within companies/establishments thru any of the following programs
 - a. Dual Training System
 - b. Apprenticeship Program
 - c. Learnership Program

	<p>3. Technology-based community training – TESD conducted in the community by public or private TESD institutions in partnership with LGUs, NGOs and other government agencies.</p> <p>4. Online and Mobile Courses</p> <p>Technical education and skills development is delivered thru a network of about 4,500 public and private TESD providers. The programs are geared towards acquisition of employable skills under the following sectors:</p> <ol style="list-style-type: none"> a. Automotive b. Construction c. Metals and Engineering d. Heating, ventilation and Air-Conditioning e. Electronics f. Agriculture and Fishery g. Processed Food and Beverages h. Tourism i. Health and Other Community Development Services j. Information and Communications Technology k. Transport l. Maritime m. Garments n. Footwear and Leathergoods o. Furniture and Fixtures p. Utilities <p><u>Employment Facilitation Services</u></p> <p>1. Jobs Bridging and Referral - Is aimed at shortening the job search period and assisting the TVET graduates in finding immediate employment implemented through the TESDA “Blue Desks” to serve as one-stop center for TESDA information and services like job referral and placement assistance services, career profiling and coaching.</p> <p>2. Labor Market Intelligence Reports (LMIRs) - The LMIRs provide vital information on current trends, critical and highly in-demand occupations, and other issues and challenges in the both the local and international labor markets to help guide the trainees in making career choices.</p>
BUREAU OF LOCAL EMPLOYMENT (BLE)	<u>BLE Programs and Services</u>

6/F BF Condo., Solana St.,
Intramuros, Manila
528-0087; 527-2421 (Fax)
Websites:
www.ble.dole.gov.ph and
www.phil-job.net

1. **Project JobsFit** - Project JobsFit: The DOLE 2020 Vision is the latest labor market study of the Department of Labor and Employment that highlights the in-demand and hard-to-fill occupations of the key industries that are projected to be the main source of employment growth in the country for the next ten years. The study is a product of extensive environmental scanning and consultation with key stakeholders nationwide.
2. **Public Employment Service Office or PESO** - is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999.
3. **PHIL-Job.net** - is an automated job and applicant matching system which aims to fast-track jobseekers search for jobs and employers search for manpower. It can be accessed thru www.phil-job.net.
4. **Labor Market Information** - refers to any information concerning the size or composition of the labor market focusing on the Philippine setting for the operations of labor demand and supply; wages, hours of works; employer hiring practices, worker job preferences; and many other factors which shape employer - worker relationship, policies and programs of government, investment decision by employers, and job selection by workers among others.
5. **Jobs Fair** - is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/local and overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants. This is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking advancement. During the Jobs Fair, applicants select vacancies suited to their qualifications and employers could interview and hire on the spot qualified workers. Several agencies are invited to provide self-employment and training assistance.
6. **Career Guidance and Employment Coaching** – a job search assistance function of the DOLE to assist the youth and jobseekers in making appropriate career, training and educational choices. It enables the youth to develop their potential and have access to work opportunities compatible with their interest and

<p>BUREAU OF LABOR AND EMPLOYMENT STATISTICS (BLES) 3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 527-3000 Loc. 314 and 315 527-5506 (Fax) www.bles.dole.gov.ph</p>	<p>capabilities.</p> <p><u>BLES Programs and Services</u></p> <p>1. Data Banking Services. The BLES maintains a Data Bank Unit that services walk-in researchers, special requests for statistics on labor through fax, e-mail and snail mail; sells its regular publications and gives statistical advice and referrals to related data source agencies.</p> <p>2. Technical Assistance on Statistics. The Bureau provides technical services/advice to other units in the DOLE on planning and development of survey design, operations, and data analysis as well as systems design and development of statistical information systems. It also refers clients to experts in the field of statistics, both individuals and institutions.</p> <p>3. Statistical Capacity Building. The BLES also sets out advocacy activities aimed at educating its clients for better appreciation and utilization of labor and employment statistics. It has developed the LearnStat (Learning Statistics the Easy Way) which is an orientation on key labor and employment statistics covering basic concepts, their definitions, measurements, uses and interpretations; data sourcing; and basic tools in statistics.</p> <p>4. Statistical Research Collaboration. The Bureau undertakes statistical research and development projects in collaboration with other data producing and research agencies to improve or update the methodologies for production of quality statistics, among others. Some of these projects are the Rethinking of the Labor Force Survey (2010-2011) and the Development of a Design for the Conduct of a National Migration Survey (2002) with the National Statistics Office and Statistical Research and Training Center.</p> <p>5. Standards Setting and Prescription. One of the major tasks of the Bureau is to develop, prescribe and monitor the use of statistical standards, nomenclatures, classification systems and methodologies for the collection, processing, presentation and analysis of labor and employment data in the DOLE. This monitoring function is carried out through the DOLE Inter-Agency Committee on Statistical Matters (IACSM) wherein statistical issues and concerns are discussed in its regular</p>
--	---

	<p>quarterly meetings. The BLES provides technical assistance in the review and revision of performance indicators. It also has developed the Data Quality Assessment System (DQAS) in the Department to ensure the generation of quality data both from surveys and administrative records.</p>
<p>BUREAU OF LABOR RELATIONS (BLR) 6/F BF Condo., Solana St., Intramuros, Manila 527-2551; 527-2459 (Fax) Website: www.blr.dole.gov.ph</p>	<p><u>BLR Programs and Services</u></p> <p>1. Central Registry of Union and Collective Bargaining Agreements (CBA). The Bureau gathers, generates, processes and interprets relevant, timely and accurate labor relations information for policy-makers, decision-makers, unions, employers and the public at large.</p> <p>2. Workers Organization Development Program. It pertains to a flagship program of the Department, which provides financial assistance to workers organizations and their individual members.</p> <p>WODP Components:</p> <p>(a) Workers Capability Development – This component provides support for the development and upgrading of the capabilities of workers organizations and their members in the areas of leadership, organizational development and management, research, module development, project management, cooperatives and entrepreneurial skills enhancement.</p> <p>(b) Scholarship for Officers and Members of Workers Organizations – This component consists of scholarship grants covering Masteral Degrees, completion of Bachelor’s Degrees, technical and short term courses or review courses for professional examinations.</p> <p>Isabelo delos Reyes Scholarship Grant. It is an extension of the scholarship grant under the WODP. It is open to legitimate children of bona fide officers or members of locals/chapters of labor federations, independent unions, workers associations and workers cooperatives who are not more than 30 years old. It provides for full scholarship for a four or five-year course at the collegiate level. It also allows vocational/technical courses which involve</p>

	<p>less than four years of study.</p> <p>3. Tripartism and Social Dialogue. The program involves the promotion of tripartite industrial peace council's formation, as well as the industry tripartite councils, in the national, regional, city/municipal and provincial levels. It also includes the institutionalization of social dialogues and tripartite consultations on policies and programs affecting labor and management.</p> <p>4. Labor and Employment Education Program. The program aims to enlighten, educate and provide knowledge on the rights and responsibilities of workers and employers, work ethics, values, skills, and other relevant topics to enable them and other stakeholders to become responsible partners in the attainment of productive, stable and decent workplace. Target clients include labor (organized & unorganized rank-and-file employees); labor federations / centers); Middle & lower managers, and supervisors; Employers (individual & employer groups); and Graduating students.</p> <p>Three (3) components: a) LHP Modules (Labor relations, Human Relations and Productivity Modules); b) Continuing Labor Education Seminar - Labor Relations Topics (CLES) / Special Topics – follow-up through modules (Grievance Handling, HR Approach, Productivity Based CBA Incentives and Benefits, LMC); and c) Labor Education for Graduating Students (LEGS)</p> <p>5. Adjudication of inter and intra-union disputes.</p>
<p>BUREAU OF WORKING CONDITIONS (BWC) 3/F DOLE Bldg., Muralla St., Intramuros, Manila 527-3000 Loc. 308 536-8975 (Fax) Website: www.bwc.dole.gov.ph</p>	<p><u>BWC Programs and Services</u></p> <p>1. Orientation/Training on Mechanical/Electrical Plan Checking for New Professional Mechanical/Electrical Engineers of DOLE - As a standard operation procedure, new Professional Mechanical/Electrical Engineers undergo orientation and actual training at the Bureau of Working Conditions to acquaint them with the duties, responsibilities and jurisdiction in the exercise/ application of plan checking.</p> <p>2. Safety Milestone Recognition - is an incentive award given to a company that achieved excellent safety performance of having NO LOST TIME ACCIDENTS for a particular period. The program aims to motivate and encourage more companies to be steadfast in the</p>

	<p>implementation of OSH programs and activities thus facilitate compliance with the provisions of the OSH Standards resulting to a safe and healthful workplace.</p> <p>3. KAPATIRAN WISE - TAV PROJECT - is a Big Brother - Small Brother project wherein large companies (Big Brothers), that are fully compliant with labor standards and are willing to share their resources and expertise, assist micro and small enterprises (Small Brothers) in improving their work conditions particularly in the field of Occupational Safety and Health (OSH).</p> <p>4. Work Accident and Labor Related Exigencies Response Team (Work-ALERT) - is a composite team created under Department Order No. 23 in 1996 to:</p> <p>* Coordinate inter-agency and sectoral action, intervention and delivery of services in relation to major industrial accidents</p> <p>Work-ALERT is a network of DOLE agencies composed of the following:</p> <ul style="list-style-type: none"> o Bureau of Working Conditions (BWC) o Employees Compensation Commission (ECC) o Occupational Safety and Health Center (OSHC) o DOLE-Labor Information Office (LCO) o DOLE-Regional Offices <p>5. Work Improvement in Small Enterprises (WISE) - aims to improve productivity through low-cost improvements in working conditions in small and medium enterprise. Under the project, a large number of small entrepreneurs and their workers were reached through a mix of training and information activities aimed at linking working conditions improvements to enhancement of productivity.</p>
<p>INTERNATIONAL LABOR AFFAIRS BUREAU (ILAB) 2/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 527-3000 Loc. 103 527-3097 (Fax) Website: www.ilab.dole.gov.ph</p>	<p>ILAB is the DOLE primary agency responsible for developing policies, plans/programs, projects, guidelines/procedures and standards relative to international labor and employment concerns and monitors the country's observance and implementation of all obligations/commitments, courtesies and facilities required by international labor affairs/organizations/institutions. It is also responsible for providing advisory service to the Secretary in the supervision, monitoring and reporting of</p>

	operations/activities of the Philippine Overseas Labor Offices (POLOs) and the Filipino Resource Centers (FRCs) in different parts of the world. ILAB serves as the DOLE's link to the world.
--	---

**THE
ENTREPRENEURSHIP
OR
PRACTICE OF
PROFESSION
CYCLE**

Starting

Topics at a Glance

Starting

For those who wish to start their own business or practice their profession, this section provides ample guide and tips for setting up a business, including the right attitude, points to consider and steps to undergo to facilitate the procedures in pursuing such undertaking.

Also Included in this section are the different agencies that could provide assistance to starters in establishing a livelihood or enterprise.

A. Entrepreneurship

- Planning or Starting a Business
- Agencies / Institutions and Assistance which can Contribute in Setting up a Business

B. Practice of Profession

- Planning or Starting a Practice of Profession
- Professional Ethical Standards

A. Entrepreneurship Cycle

1. How will I start a business? What are the steps in starting a business?

- **Make a self-assessment** whether you have the capabilities, abilities and experiences needed to successfully run a business:
 - Commitment to start and operate your own business
 - Readiness to take calculated risks
 - Willingness to pursue an activity even against obstacles
 - Readiness to take things into your hands
 - Can work under pressure
 - Can adapt to changing needs of business
 - Can separate family duties from business obligations
 - Can deal with crisis situations
 - Enjoy full support from family

- **Start with an idea**

In starting a business, begin with an idea of what business you want to enter into. To have a greater chance of success in your business, be sure of the following:

- That you know the inside and out of your idea
- That your idea will have a market to enter into
- That it will fit the needs of your target customers

- **Make a business plan**

After you have conceptualized the idea on how to start your business, the next thing to do is to prepare a business plan. In writing this plan, it is important to understand the market and the industry, as well as the competition you will be involved in. A business plan consists of the following:

- Marketing
- Production
- Organization and management
- Finance

Tips: If you don't know how to write your own business plan, you may read books or ask help from someone who knows how to make. Also, participation to Start and Improve Your Business training is highly recommended.

- **Know your legal responsibilities**

- **Raise money/capital**

Your business will not operate without sufficient money or capital. The best way to raise money is from your own savings or by borrowing money from your friends or lending institutions.

2. What agencies/institutions could provide assistance in setting up a business?

- Department of Labor and Employment (DOLE) - training on entrepreneurship development, occupational safety and health, productivity improvement, labor standards; working capital; business advisory; counseling and mentoring; facilitation to social security coverage; registration of workers' associations/organizations; accreditation of co-partners
- Technical Education and Skills Development Authority (TESDA) - skills/technical-vocational training
- Department of Trade and Industry (DTI) - business registration, product improvement, designs, labeling, etc.
- Department of Science and Technology (DOST) - technology, product development
- Department of Agriculture (DA)/Department of Agrarian Reform (DAR) - training on agribusiness
- Department of Social Welfare and Development (DSWD) - livelihood assistance
- Department of Finance (DOF) - micro-insurance services
- Local Government Unit (LGU) - business permit and license
- Public Employment Service Office (PESO) - facilitation, counseling and mentoring
- Cooperative Development Authority (CDA) - cooperative registration and development
- Securities and Exchange Commission (SEC) - business registration for corporation, partnership
- Microfinance/banking institutions - start-up capital

B. Practice of Profession

1. As a licensed professional, I want to set up my own professional practice. How will I go about it?

Practice of profession can be done through professional association with colleagues in the same profession, solo or in partnership. It can be carried out on consultancy, per client or on retainership agreement. The following tips may be useful:

- Prepare a business plan to have an idea on how much is needed to start the practice.
- Rent or share an office space or work at home.
- Get a business license from the LGU and the DTI. If you are going to put up a partnership, secure the necessary registration from the SEC.
- Have your business office tax mapped.
- Know your legal responsibilities.
- Advertise in the newspapers or through friends and colleagues. Distribute business cards and brochures.

2. Do I need to get accreditation before I can practice my profession?

The practice of profession in Accountancy, Civil Engineering, Chemistry, Environmental Planning, Landscape Architecture, Agricultural Engineering and Maritime are governed by Professional Regulatory Laws that require registration and accreditation of firms, companies, partnerships, corporations, or associations engaged in the practice of profession. For more details, visit www.prc.gov.ph.

3. Is there a Code of Ethical Standards for licensed professionals?

Yes. The Code of Ethics prescribes the behavior of professionals in serving and protecting clientele, colleagues, and the society at large. The Codes of Ethics by profession are available for viewing at www.prc.gov.ph.

Managing

Topics at a Glance

Managing

Entrepreneurship does not end successfully in being able to set up a business of one's choosing. The more challenging stage of entrepreneurship is keeping the business competitive and productive.

Hence, relevant information on managing an enterprise are included in this section to guide starters on what can be done and what agencies could help in keeping a business and raising its productivity.

A. Entrepreneurship

- Managing a Business
- Work Improvements
- Incentivizing Compliance Program

B. Practice of Profession

- Continuing Professional Development / Ethical Practices
- Monitoring Compliance
- Legal Services

A. Entrepreneurship

1. How can I sustain my business?

- Consistently apply the learnings acquired in the entrepreneurship training particularly in the 4 major areas: (1) marketing; (2) production; (3) organization and management; and (4) finance;
- Ensure continuous business improvement through product research and development, human resource development, participation in business fora, trade exhibits/livelihood fairs, training/retraining and retooling, adoption of appropriate technology, cost-cutting measures, and climate change adaptation;
- Strengthen alliance-building, linkaging, networking; and
- Avail of social security coverage/services, e.g., SSS, PhilHealth, Pag-ibig, Red Cross, and micro-insurance

For more details, visit www.bwsc.dole.gov.ph.

2. Are there some tips which can help me in starting and running my business?

- **Start small.**

Start with one stall or product and with yourself as owner-worker if possible.

- **Keep your overhead low** (control your spending activity).

Spend first only on those things which are of necessities.

- **Stick to your plan.**

Follow your plan. Every day you organize your business, plan what you have to do and accomplish each day.

- **Have a deadline.**

Give yourself a deadline, quotas and deliverables. Check your own progress as well as of your workers if you have.

- **Develop great work ethics.**

Create a culture of excellence with your people. Whatever you look for in your people, show them yourself first.

- **Decide quickly.**

Decide quickly but be sure to make wise decisions.

- **Do something better and differently**

Be innovative. Try to know what are ‘in’ in the market in order for you to meet the needs of the customer.

Source: Philippine Daily Inquirer, September 16, 2012 issue.

3. What are the different productivity training programs offered by the NWPC?

The NWPC offers the following productivity training programs to its clientele:

- a. **ISTIV Productivity Awareness Program.** It is values-driven human resource strategy for quality and productivity (Q&P) improvement that is rooted on the five ideal attributes of a productive individual.

I - Industrious,
S - Systematic,
T - Time-conscious,
I - Innovative, and
V - Value for work.

- b. **ISTIV Bayanihan Program.** It is a productivity enhancement training program for Barangay Micro Business Enterprises (BMBEs) which applies ISTIV values in improving work systems, shares ISTIV values with workers and networks for continual improvement.
- c. **Service Quality Program for Key Employment Generators.** It is a service quality management improvement tool, aimed at enhancing workforce knowledge and skills in providing “error free” service to clients.

- d. **5S Program of Good Housekeeping.** It is an integrated concept of actions, condition and culture aimed at boosting productivity through basic housekeeping resources. It aims to make discipline and orderliness a habit of everyone in the company. 5S stands for 5 Japanese words such as Seiri, Seiton, Seiso, Seiketsu and Shitsuke which mean Sort, Systematize, Sweep, Standardize and Self-discipline, respectively.
- e. Green My Enterprise “Green ME”. It is a training and consulting program that recognizes the workforce as the driver of change in the enterprise. It has two main components:

Green Values - “GP starts with one’s self”. The self has to value the environment. In the workplace every worker, supervisor/manager and owner should espouse the green values.

Green Techniques - These green values are applied through the company’s systems using green techniques such as: waste prevention, resource conservation, pollution control, product improvement. Expected green outcomes in the enterprises are increased efficiency, safety and health, environment quality and improved competitiveness.

Interested companies may apply at the NWPC or RTWPB offices in their respective localities or visit the NWPC www.nwpc.dole.gov.ph.

4. How can I sustain compliance with labor laws?

Compliance with labor laws may be done through enrollment under the Incentivizing Compliance Program (ICP). The ICP is a tripartite and workplace-based diagnostic approach where the following certification of compliance could be attained:

- a. Child Labor Free-Establishment;
- b. Operational Grievance Machinery/ Outstanding LMC Award for Industrial Peace;
- c. Gawad Kaligtasan at Kalusugan (GKK);
- d. Labor Laws Compliance; and
- e. National Productivity Olympics.

B. Practice of Profession

1. How can I sustain my practice?

- Maintain or increase client base through the use of the tri-media advertisements or promotional activities;
- Strengthen linkages and networks; and
- Manage finances well.

2. Are Continuing Professional Education (CPE) units required for renewal of professional identification cards?

No. However, the following professions require the submission of Certificate of Good Standing from their respective Accredited Professional Organization (APO) prior to renewal:

- Agricultural Engineering
- Architecture
- Customs Broker
- Electrical Engineer
- Electronics Engineer
- Geodetic Engineer
- Guidance Counseling
- Interior Designer
- Landscape Architect

For more details, visit www.prc.gov.ph.

3. As an establishment, firm or institution engaged in the practice of the profession, am I subject to monitoring of compliance to Professional Regulatory laws?

Yes. The Professional Regulatory Boards are authorized by the PRC to conduct ocular inspection in industrial, mechanical, electrical or chemical plants, establishments, hospitals, clinics, laboratories, testing facilities, mines and quarries, other Engineering facilities and educational institutions to be able to adopt measures for the enhancement of the professions and maintain high professional, ethical and technical standards.

4. How am I protected from illegal practitioners?

If you are aware of anyone practicing a profession illegally, report it immediately to the Professional Regulation Commission or police authorities for immediate and appropriate action. For any malpractice or unprofessional conduct, a complaint to the Legal Division of the Commission may also be filed.

For more details, visit www.prc.gov.ph.

Restoring

Topics at a Glance

Restoring

Businesses that have not flourished may still be revived with the help of various government agencies. The government has numerous programs that could help in the restoration of business undertakings that have failed to meet the required outputs.

This concern is addressed under this section with the aim of ensuring that those engaged in entrepreneurship or in practice of profession are also protected.

A. Entrepreneurship

1. **If my business incurred losses or closure due to calamities, disasters and other fortuitous events, how will DOLE help me?**
 - DOLE provides assistance to restore or build back lost livelihood through provision of appropriate interventions.
 - DOLE facilitates access to social safety nets and services of other agencies.

B. Practice of Profession

1. After incurring losses, what are my options?

- Take out a loan to continue the practice of profession;
- Merge with other existing association or partnership;
- Form an association or partnership, if in solo practice; or
- Shift to wage employment.

List of Programs and Agencies to Contact

BUREAU OF WORKERS WITH SPECIAL CONCERNS

9/F G. E. Antonino Bldg.
J. Bocobo St. corner T. M.
Kalaw Avenue
Ermita, Manila, Philippines
Tel. Nos.: (02) 404-3336,
527-2804, 527-5856, 527-
5857, 527-3116, 528-0119
Telefax: 527-5858, 527-
3097
Website:
www.bwsc.dole.gov.ph

BWSC Programs

1. **DOLE Integrated Livelihood Program (DILP)** – a DOLE contribution to the Aquino Administration’s national agenda of reducing poverty through the promotion of livelihood and entrepreneurship and transforming them into community enterprises through convergence of services. It aims to assist community groups in developing sustainable enterprises or undertakings right in their communities thereby providing opportunities for generating incomes either through wage and self-employment.
2. **Social Amelioration Program in the Sugar Industry** - aims to augment the income of sugar workers; finance socio-economic programs/projects geared to provide additional livelihood and employment opportunities to the sugar workers and their families; promote sugar workers’ welfare and social protection; and increase stakeholders’ participation in decision making, particularly on policies related to workers’ development under the Act.
3. **Philippine Program Against Child Labor** – is a network of mutually enabling social partners that works towards the prevention and progressive elimination of child labor through protection, withdrawal, healing and reintegration of child workers into a caring society.
4. **Campaign for Child Labor-Free Barangays** – is the DOLE campaign to transform 89 pre-identified barangays nationwide into child labor-free barangays. It was launched on 18 May 2012 to influence change and identify the roles and commitments of stakeholders particularly the government agencies, non-government organizations, private establishments, local chief executives, local leaders and the parents of child laborers and the child laborers themselves.
5. **Sagip Batang Manggagawa (Rescue The Child Laborers)** - is an inter-agency quick action mechanism which aims to respond to cases of child labor in extremely abject conditions. It employs an inter-agency quick action team for detecting, monitoring and rescuing child laborers in hazardous and exploitative working conditions.

6. **Family Welfare Program (FWP)** - seeks to introduce the concept of promoting the welfare of workers and their families as a key to workplace productivity and improved worker-management relations. It is an advocacy program that draws corporate support in promoting workers' quality of life by adopting a family centered approach in the workplace.
7. **Youth Education – Youth Employability (YE-YE) Project** - is a DOLE project addressing the education-to-employment (E2E) needs of the youth which envisions them as educated, endowed with proper work habits, disciplined and highly employable.
8. **Special Program for the Employment of Students (SPES)** - aims to assist poor but deserving students pursue their education by encouraging employment of those in the secondary level during summer and/or Christmas vacations and of those in the tertiary, technical or vocational education levels any time of the year.

Employment Programs for Special Groups of Workers

1. **DOLE Integrated Livelihood Programs towards Community Enterprise Development (DILP-CED)** aims to assist community groups in developing sustainable enterprises or undertakings right in their communities thereby providing opportunities for generating incomes through wage and self-employment (for marginalized and vulnerable groups of workers).
2. **DOLE Adjustment Measures Program (DOLE-AMP)** - a special package of interventions which include livelihood assistance and training/retraining services for displaced workers. This is done through the Quick Response Teams (QRTs) in all DOLE Regional Offices for displaced workers affected by globalization and financial crisis).
3. **Community-Based Employment Program (CBEP)** - a project for workers displaced due to financial crisis, natural calamities, disasters and other emergency situations. The program provides livelihood opportunities or short-term employment through various community projects such as dredging of canals, repair of public facilities, etc (for displaced workers as a result of natural disasters and calamities).

4. Youth Entrepreneurship Support (YES) Project - envisions young college and tech-voc graduating students, college graduates or would-be member of the labor force as productive, resourceful and self-reliant entrepreneurs through the provision of livelihood-entrepreneurship support system (for graduating students of college or technical-vocational courses).

5. Special Program for the Employment of Students (SPES) - helps poor but deserving students pursue their education by encouraging their employment during summer and/or Christmas vacations. SPES provides them income to finance/subsidize their studies. Qualified high school, college or vocational students or drop outs are hired by participating employers/companies.

Social Protection services that connect marginalized workers to social protection benefits and scheme

1. Social Amelioration Program (SAP) in the Sugar and Biofuels Industries – is a production sharing scheme instituted in the sugar and biofuels industries by virtue of RA 6982 (Sugar Amelioration Act of 1991) and RA 9867 (Biofuels Act of 2006). The SAP strengthens the rights of sugar and biofuels workers to their just share in the fruits of production by augmenting their incomes and institutionalizing the mechanism among partners in the sugar and biofuels industries to enable the workers and their families to enjoy decent living. The components of these programs include cash bonus distribution, maternity benefit, death benefit and socio-economic projects.

2. Integrated Services for the Advancement of Migratory Sugar Workers (I-SERVE) – is an integrated approach geared at changing the socio-economic condition of the migratory sugar workers and their families by augmenting their income, ensuring compliance of employers/contractors to social protection policies and providing them opportunities to engage in social dialogues so that their problems and concerns may be addressed appropriately.

3. Child Labor Prevention and Elimination Program (CLPEP) – is the DOLE’s contribution to the Philippine Program Against Child Labor (PPACL). The Sagip Batang Manggagawa, Kabuhayan Para sa Magulang ng Batang Manggagawa (KaSaMa) Project, Project Angel Tree and Advocacy campaigns against child labor are some of the projects under the DOLE’s CLPEP.

<p>NATIONAL WAGES AND PRODUCTIVITY COMMISSION (NWPC) 2nd and 3rd Floor, DY International Building, No. 1011 General Malvar corner San Marcelino Streets, Malate, Manila 527-5141 / 5139 Website: www.nwpc.dole.gov.ph</p>	<p>Productivity training programs:</p> <ol style="list-style-type: none"> 1. ISTIV Productivity Awareness Program – is a values-driven human resource strategy for quality and productivity (Q&P) improvement that is rooted on the five ideal attributes of a productive individual (I – Industrious, S - Systematic, T - Time-conscious, I - Innovative, and V - Value for work. a. ISTIV Bayanihan Program – is a productivity enhancement training program for Barangay Micro Business Enterprises (BMBEs) which applies ISTIV values in improving work systems, shares ISTIV values with workers and networks for continual improvement. b. Service Quality Program for Key Employment Generators – is a service quality management improvement tool, aimed at enhancing workforce knowledge and skills in providing “error free” service. c. 5S Program of Good Housekeeping – is an integrated concept of actions, condition and culture aimed at boosting productivity through basic housekeeping resources. 5S stands for 5 Japanese words such as Seiri, Seiton, Seiso, Seiketsu and Shitsuke which mean Sort, Systematize, Sweep, Standardize and Self-Discipline, respectively. d. “Green ME” – is a training and consulting program that recognizes the workforce as the driver of change in the enterprise. It has two main components: <i>Green Values and Green Techniques</i>.
<p>PROFESSIONAL REGULATION COMMISSION P. Paredes St., corner N. Reyes St., Sampaloc, Manila 314-0013 / 735-1537 / 736-2250 Website: www.prc.gov.ph</p>	<p>PRC Programs</p> <ol style="list-style-type: none"> 1. Inspection and Monitoring Program – refers to the monitoring of conditions affecting the practice of the professions or occupations under the respective jurisdiction of the Professional Regulatory Boards, and whenever necessary, adopt such measure as may be deemed proper for the enhancement of the profession or occupation and/or the maintenance of high professional, ethical and technical standards. For this purpose, the members of the Board duly authorized by the Commission with deputized employees of the Commission, conduct ocular inspection in industrial, mechanical, electrical or chemical plants, establishments, hospitals, clinics, laboratories, testing facilities, mines and quarries, and other engineering facilities. In the case of schools, joint inspections are conducted in coordination with the Commission on Higher Education (CHED). 2. Legal and Administrative Services – refer to legal and adjudication of cases and complaints against erring professionals.

Acknowledgment

The Department of Labor and Employment would like to thank its family of agencies for actively contributing to the formulation, development and publication of this piece of educational material. This ***Employment Guide for Students and Jobseekers*** was also made possible with the aid of existing related literatures. The following is a list of resources tapped in the development of this ***Guide***.

Print Materials

Guiding Youth Careers: A Handbook for Those Who Help Young Jobseekers, International Labour Organization - Manila: ILO, 2007.

Guide for New Workers. Part of the Ready for Work Series. Government of Saskatchewan, Canada, www.lrws.gov.sk.ca/youth-at-work 2011.

Project Jobsfit: DOLE 2020 Vision: Summary of Findings and Recommendations / Department of Labor and Employment, 2010.

Analysis of In-Demand Skills & Hard-to-Fill Positions for Overseas Employment. Philippine Overseas Employment Administration, 2009-2010.

Newspaper Articles

‘*Stop Being Famous for Doing Menial Jobs*’ by Ernie O. Cecilia in Ask Your Career Counselor, Philippine Daily Inquirer, 09 September 2012 issue.

‘*Entrepreneurs Think ‘Ready, Fire, Aim*’ by Ernie O. Cecilia in Ask Your Career Counselor, Philippine Daily Inquirer, 16 September 2012 issue.